



Gicine P. Brignola, Executive Director

Important Information from the Executive Director

Thank you for participating in computer-based testing (CBT) for the Pennsylvania bar examination. Your cooperation during the administration of CBT regarding any unforeseen events is paramount to ensure the continued success of the program. The site supervisor is the final authority regarding any issues, including CBT problems, that may arise during the bar examination. If you are instructed to follow another procedure, such as writing your essay answers due to a technical difficulty with your laptop, you must comply immediately. Please be aware that you will not be permitted to make up any lost time due to your failure to immediately comply with such a request. If you experience a malfunction with your computer or software, for any reason, you must immediately notify a proctor who will provide answer books to continue handwriting the remainder of your examination. You should start handwriting your answer from the point you stopped typing using CBT. The software saves each minute so you do not have to handwrite that portion of your answer that you typed using CBT. The typed CBT text of your answer has been saved and will be retrieved after the examination session is completed. If you need help to save your answer data, the ExamSoft Site Engineer can assist you after the testing session has ended. Once you start handwriting the PT/essay answers, you cannot return to CBT for any reason. You should place your defective computer in the top corner of your table area. Thank you in advance for your understanding and cooperation.

Please take the time to read all of the materials provided with your *Admission Ticket*, which detail specific requirements for CBT applicants. Below, are some important points:

Prior to Arrival at Examination Site –

1. You **must** disable all screensavers and/or hibernation features currently installed on your laptop computer and, if possible, set all volume controls to the lowest possible setting.
2. Please **remove all external media** such as DVDs, CDs, floppy disks, USB memory drives and etc.
3. Please make sure your computer case/bag is clearly marked with your name prior to arriving at the examination site. You cannot take your computer case/bag into the examination room. You will be required to store it a designated unsecured area.

Arrival at Examination Site – You will be admitted at 7:45 a.m. on Tuesday, July 26, 2011. Please present your *Admission Ticket* and photo identification. You will be directed to your assigned seat. Each CBT applicant's seat will be fitted with a power strip. Once you have located your assigned seat, you should immediately begin setting up your computer, and begin the boot up process. Each seat will be provided with pre-examination instructions for you to follow. The pre-examination instructions detail the process for booting up your laptop computer and initializing the SofTest program. The instructions have several steps and will bring you to the "Begin" screen, which is immediately prior to the Performance Test (PT) answer screen. If you have any problems during the boot up process, please notify a proctor immediately who will give you answer books and you will be required to handwrite the entire PT/essay portion of the bar examination. **NO TECHNICAL HELP WILL BE AVAILABLE.**

Morning Session – The session consists of the PT and two essay questions. Because this session is considered one test, you are permitted to access your answers to the PT and essay questions 1 & 2 throughout the session.

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Completion of Examination Session (AM or PM) Prior to Time Being Called – If you complete the essay examination early, you can follow the post-examination instructions to save your answers. Please follow the post examination instructions to save and exit the program. Once the saving process has been completed, raise your hand and a proctor will collect your test materials and you may leave the examination room. Your laptop computer must remain on from boot-up at 7:45 a.m. until the end of testing. During periods of non-testing, your laptop computer must remain at the Windows desktop.

NOTE: Once you save your answers and exit the program, your examination session is completed and you cannot reopen SofTest.

Completion of Examination Session (AM or PM) After Time is Called – Each table will be provided with post-examination instructions for you to follow.

Lunch Period – **NOTE: YOUR LUNCH PERIOD IS SHORT, PLAN ACCORDINGLY!**

1. **Dismissal** - Once all your test materials have been collected, you will be dismissed for lunch. If you are having difficulty saving your answer file to your laptop, please remain in the examination room so the technician can assist you. (Note: The only technical support help available is saving data files after the testing has concluded.)
2. **Return** –You will be permitted to enter the examination room at 2:00 p.m. to begin the boot up process for the afternoon session and to ensure sufficient time for the boot up process. General afternoon instructions will begin at 2:15 p.m. (Again, no technical support is available for boot-up.)

Afternoon Session – Boot-up instructions for CBT procedures are identical to those for the morning session. This session consists of four essay questions. Because this session is considered one test, you are permitted to access your answers to essay question Nos. 3 thru 6 throughout the session.

End-of-Day – Similar to the morning session, if you complete the examination early, you may leave the examination room. However, you **may not** pack-up, disassemble, turn off, or make any other modifications to your computer other than following the process for saving and backing up your essay answers. You must return to the examination room after all applicants have been dismissed, at which time you may retrieve your laptop computer.

Post Examination: Your answer files must be uploaded to the secure web server by 11 p.m. Tuesday. Your hard drive will contain an encrypted version of your essay answers that will be used in the event of a catastrophic failure. Reformatting your hard drive will delete these files and will render your examination invalid. ***DO NOT reformat your hard drive until after examination results have been released in late April for the February examination or mid-October for the July examination.*** If any problems occur during the printing of your essay answers, you will be contacted and required to produce your laptop computer for analysis of the encrypted version of SofTest on your hard drive.

Wednesday – MBE – You will sit in your assigned seat. **DO NOT** bring your computer. You will not be permitted to bring it into the examination room or store it in the applicant lobby area.

The Board of Law Examiners and its staff have worked very hard to ensure the success of the CBT program, and again, we want to thank you for taking the time to read all of the detailed instructions and documents that have been provided to you. We look forward to receiving your feedback and, as always, are open to any suggestions you may have for improving CBT and the bar examination process. Thank you.



**Instructions and Information for the Bar Examination
 Nonstandard Testing Accommodation (NTA) Applicants
 Computer Based Testing (CBT)
 July 26 and 27, 2011**

All testing assignments are final and are not subject to change.
 You must report to the examination site and section specified on your *Admission Ticket*.

*Tuesday, July 26, 2011 (Performance Test (PT) and Essay Questions)	
7:45 a.m.	Report to your examination room
	Begin laptop Boot up process (No computer technical assistance available)
8:00 a.m.	General Instructions
8:15 a.m.	Morning Instructions begin (Computer must be at the “Begin” screen to use CBT.)
8:30 a.m.	Morning Test Session Begins
Remainder of the test day	*Please refer to your specific time schedule
End of test session until 11:00 p.m.	You are required to upload your essay answers to ExamSoft’s secure web server

*Wednesday, July 27, 2011 (Multistate Bar Examination (MBE))	
8:00 a.m.	General Instructions
8:15 a.m.	Morning Instructions begin
8:30 a.m.	Test session begins -MBE
Remainder of the test day	*Please refer to your specific time schedule

NOTE: Enter the Convention Center at the Broad Street entrance and follow signs to NTA

On Tuesday and Wednesday, July 26 and 27, 2011 general instructions will begin at 8:00 a.m. Your official government issued photo identification will be checked in order for you to receive your “Admission Sticker.” Admission stickers must be worn, for security purposes, during all sessions of the examination. You will receive a different color admission sticker each day.

Before entering the examination room, you must place all purses, tote bags, backpacks, briefcases, computer cases, study materials, etc. in the ‘unsecured lobby area’. The Board of Law Examiners is not responsible for the security of these personal items. You will not be permitted access to these items during testing.

Once you enter the examination room, you **MUST** report to your assigned seat. Proctors will be available to assist you. Every seat is marked on the table with an applicant examination number. This admission ticket and photo identification must be displayed on the table at all times.

***** NOTICE TO ALL APPLICANTS *****

The Pennsylvania bar examination ***WILL NOT*** be postponed or canceled for any reason (including inclement weather).
 No extra time will be given for lateness for any reason.

(NOTE: YOU MUST SIT FOR BOTH THE ESSAYS/PT AND THE MBE IN PA.)

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IN FAIRNESS TO ALL APPLICANTS AND TO MAINTAIN THE INTEGRITY AND SECURITY OF THE BAR EXAMINATION, THE FOLLOWING RULES/LIMITATIONS WILL BE STRICTLY ENFORCED. VIOLATIONS MAY RESULT IN DISQUALIFICATION.

APPLICANTS' RULES AND RESTRICTIONS DURING THE EXAMINATION

Applicants are required to:

- (1) Sit for all four sessions of the bar examination (both Tuesday and Wednesday) and make a good faith effort to answer each portion of the examination. If you are late for any reason, you will not be permitted to make up the lost time. (Note: If you are sitting in another state concurrently, you must sit for the entire exam in PA. PA does not accept MBE transfers.)
- (2) Report to your assigned section and seat for all sessions on time .
- (3) Have your admission ticket and official government issued photo identification (e.g. state driver's license, passport or military identification) visible during the examination.
- (4) Have black ballpoint or roller pens on Tuesday and No.1 or No. 2 (soft lead) pencils on Wednesday (MBE). Highlighters and mechanical pencils are permitted. Electric pencil sharpeners will be available in the lobby.
- (5) Wear soft-soled shoes or sneakers. (Please, no flip-flops because they are noisy walking to and from the restrooms.)

Applicants are permitted to have:

- (1) Drinks in completely resealable plastic containers (e.g. Aquafina water bottle). Sealed drinks must be kept under the table and only retrieved when necessary. (Insulated coffee cups, glass containers, Styrofoam and paper cups are not permitted).
- (2) A small clear plastic bag (no larger than 10" x 10") containing "unwrapped" items, such as; candy, cough drops, mints, chewing gum, medicine, etc., which must be displayed on your examination table during testing.
- (3) Earplugs. (Headphones or "shooter muffs" are not permitted.)
- (4) Lumbar support or seat cushions (which will be examined by a proctor).
- (5) One non-digital wristwatch. (A clock is visible in every room)
- (6) A wallet (which must fit in your pocket and cannot be accessed at any time during testing).
- (7) A lunch (which must be stored outside the test room in the unsecured lobby area).

Applicants are NOT permitted to have:

- (1) Purses, tote bags, backpacks, briefcases, computer cases, study materials, etc. in the examination room. All of these items must be left outside of the examination room in a designated **unsecured** area. The Board of Law Examiners is not responsible for the security of these personal items.
- (2) Cell phones, pagers, palm pilots, calculators, alarm watches, headsets of any kind, "The Silent Timer" or any other electronic or programmable devices. These items should not be brought to the exam site.

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- (3) Erasable ink pens, felt tip pens, white out or liquid paper, book copy holders or stands.
- (4) Written material or scratch paper. (Tuesday - scratch paper booklets will be provided (both AM and PM sessions) for the PT and essay portion of the examination. Wednesday - scratch paper is not permitted for the MBE.) Prohibited written material also includes this information packet and its envelope. Please only bring your *ADMISSION TICKET* included in this packet.
- (5) Weapons of any kind.

Applicant restrictions include:

- (1) No wearing of baseball caps, visors, fashion hats, hoods (cannot cover head with hood) and/or costume headgear, during the examination, except for religious reasons. A board staff member must approve these exceptions.
- (2) No smoking or use of any tobacco or tobacco substitute products in the examination rooms, lobby area, hallways and/or restrooms.
- (3) Not removing any question book, answer book, answer sheet, or scratch paper from the examination room.

If you are approached by a representative of the Board of Law Examiners, you cannot refuse to answer the representative's questions and/or surrender any materials that the representative requests or disqualification may result.

THE EXECUTIVE DIRECTOR OR HER DESIGNATED STAFF MEMBER WILL BE THE FINAL AUTHORITY ON ANY ISSUES REGARDING RULES, RESTRICTIONS, POLICIES OR PROCEDURES DURING THE ADMINISTRATION OF THE BAR EXAMINATION.

*** IMPORTANT NOTE ON EXAMINATION ROOM CONDITIONS ***

The temperature in the examination room will be set to accommodate most people; however, everyone is comfortable at different temperatures. Therefore, dress accordingly (layers of clothing are recommended). In consideration to other applicants, it is required that body fragrances such as perfumes, after shaves, etc. not be worn during testing. Additionally, to avoid disruption of other applicants, please walk quietly to/from the restrooms and when leaving the examination room, if you finish testing early.

Thank you for your assistance in ensuring that all bar applicants are provided a quiet and distraction free testing environment.

PENNSYLVANIA BOARD OF LAW EXAMINERS