

## Testing Conditions for Remote Bar Exam – July 26-28, 2021

The Pennsylvania Board of Law Examiners is administering the July 2021 bar exam remotely using the Examplify® software from ExamSoft Worldwide, Inc. (ExamSoft), including the ExamID and ExamMonitor capabilities (software). By downloading the software, an applicant agrees to abide by the testing conditions below and consents to the use of Examplify, ExamID, and ExamMonitor and the processing of data associated with these services.

### Exam Format

- 1) Applicants must take the examination on a computer with a functional webcam and microphone.
- 2) Applicants must register, install, and certify the required exam software by the deadline designated on a computer that meets the minimum system requirements specified by ExamSoft.
- 3) Applicants must take and upload two mock exams and download the exam files by the deadline designated.
- 4) Other than when taking the performance test, applicants testing under standard conditions will test in 90-minute modules.
- 5) Applicants must be alone in the room where they are taking the exam. Except for a technology issue that requires a phone call to solve, applicants may not communicate with anyone during the exam. Applicants may not talk to themselves, other people or pets while testing. Applicants also may not read the questions aloud.
- 6) Applicants must login and begin the exam according to the Board's standard time schedule, unless the Board approved test accommodations, in which case the applicant must adhere to the approved accommodations schedule.
- 7) Applicants may leave camera view to take one break of up to five minutes during the performance test, if necessary. No other action by the applicant is necessary. Applicants must not close down their computer during this time. Breaks are not permitted during any other session.
- 8) With the sole exception of the bathroom break permitted during the performance test, applicants may not leave the view of their webcam during each testing session. If an applicant finishes early, the applicant must exit the software before leaving the view of the camera.
- 9) During the performance test ONLY, applicants may have up to four pages of scratch paper. Applicants using physical scratch paper must show the front and back of the pages to the camera and demonstrate that the pages have no writing on them (lined paper is permitted) at the start of the session. Physical scratch paper is not permitted for any other session.
- 10) At the start time for each posted module, the password for that test session will be available. Applicants must retrieve the password, log into the exam file, have their photo taken, advance to the question content and begin testing.
- 11) Applicants must upload their answers from each test session and the exam monitor files (audio/video) by the established deadlines.
- 12) A mechanical failure or malfunction of an applicant's computer, any other equipment, loss of power or inability to access the internet during the administration of the examination will not be grounds for any reconsideration or modification of an applicant's score.
- 13) Lumbar support or a seat cushion is permitted.
- 14) The use of tissues is permitted.
- 15) Foam/silicone earplugs without a connecting cord are permitted.

**The following are prohibited on the desktop or within arm's reach during the exam:**

- 1) Highlighters, pens, pencils, book holders or stands, except that applicants may use a pen (non-digital) or pencil during the performance test to take notes.
- 2) Food, drinks, and medication, unless an applicant has a medical condition for which the board has approved accommodations.
- 3) Bags, purses, backpacks, briefcases, or computer cases.
- 4) Any written material (other than the permitted scratch paper for the performance test) or any digital, programmable, Bluetooth/Internet capable or electronic device with the exception of the registered computer & associated mouse/keyboard (e.g. media players, tablet computers, timers).

**The following are prohibited in the exam room:**

- 5) Music or white noise. All radios, stereos or other devices/equipment that will make audible sounds must be turned off at all times during the exam.
- 6) Notes, study aids, or exam resources.
- 7) A mobile phone. If a technology issue occurs, an applicant may retrieve the phone and must use it in front of their computer. After a call for technology assistance, be sure the phone is set to silent and remove it from arms' reach. Remove it from the room after the session.

**The following actions are prohibited during testing:**

- 8) Wearing a headset, headphones of any kind, ear muffs, hats, or anything that covers the head or ears. Applicants who wear headwear for religious reasons must notify the board in advance of the exam.
- 9) Wearing a watch of any kind or a fitness tracker.
- 10) Smoking, vaping, chewing gum, eating, applying lip balm, using eye drops or keeping your mouth covered.
- 11) Making any attempt to bypass or avoid the remote proctoring mechanisms.
- 12) Giving, receiving, or seeking assistance or information while taking the exam with the exception of seeking assistance from ExamSoft or Board staff.
- 13) Using unauthorized aids.
- 14) Using any camera or recording device in the exam room other than the registered computer.

The Board will review audio/video exam files irregularities, including but not exclusive to: the absence of the applicant, voices, the presence of another person, and the presence of prohibited items. An applicant who is found to have violated or attempted to violate any rule or restriction established by the Board related to taking the bar examination may be disqualified from the examination per PA Bar Admission Rule 206(b). Applicants will be automatically disqualified if they are found to be cheating, as described in PA Bar Admission Rule 206(a).