



Exam Day Instructions

Below are the instructions for taking the remote bar exam. It is imperative that applicants read this information. This document, and all information regarding the remote bar exam, is on the Board's website.

Applicants are responsible for their own testing equipment, environment, and conduct. When you take the exam, you will acknowledge that you have read, and will abide by, all remote bar exam requirements and rules, including those described in the testing conditions, exam instructions, and FAQs.

Passwords

Every session will require a separate password to begin. The password will be available online at the start of each testing session. The passwords will be at least 18 characters. You will not be able to use a copy and paste action to enter the password, but you will be able to toggle back and forth between its location and Exemplify to enter it correctly. Passwords are case sensitive. Be sure your caps lock is off and you are entering the password assigned for the session.

Applicants testing on the standard schedule will find passwords on the ExamSoft website at <https://bar.examsoft.io/pabar>. You should bookmark this URL before exam day. Additionally, ExamSoft will email passwords to the email address you have on file with the company.

Applicants testing on an accommodated or break-time schedule will find their passwords on the Board's website at <https://www.pabarexam.org/password.htm>. The Board will also email your passwords to you at the address you have on file with the Board.

Test Schedule

The test schedule for applicants testing under standard testing conditions is below and on the Board's website in the FAQs. All times communicated by the Board will be Eastern Time (ET).

Monday	July 26	
10:00 a.m.	Login and begin session 1, Performance Test	(105 minutes)
	Break	
1:00 p.m.	Login and begin session 2, Questions 1 & 2	(90 minutes)
Tuesday	July 27	
10:00 a.m.	Login and begin session 3, Questions 3 & 4	(90 minutes)
	Break	
12:45 p.m.	Login and begin session 4, Questions 5 & 6	(90 minutes)
Wednesday	July 28	
8:45 a.m.	Login and begin session 5, MBE 1-50	(90 minutes)
	Break	
10:45 a.m.	Login and begin session 6, MBE 51-100	(90 minutes)
	Break	
1:45 p.m.	Login and begin session 7, MBE 101-150	(90 minutes)
	Break	
3:45 p.m.	Login and begin session 8, MBE 151-200	(90 minutes)

Applicants testing on a schedule other than the standard schedule should check the link in their messages for their schedule.

Upon downloading the exam files, applicants are responsible for checking the dashboard in Exemplify to verify that they have the correct number of files and the number of minutes per file is correct. Report any issues immediately to the Board and contact ExamSoft to address them.

Technical Support

Applicants testing on a schedule *other than the standard schedule* may call the Board office if they are unable to access a password. **For any other technical support**, all applicants must contact ExamSoft support at **888-816-3065**. You may want to store this number in your phone so it is handy. This number is exclusively for bar exam applicants and will jump your call ahead of other types of calls.

If you experience a freeze or lag or other technical issue, attempt to resolve it by rebooting the device. Press and hold the power button until the computer is completely off, wait 5 seconds, and then restart your device. Once Exemplify restarts, it will return to within 59 seconds of where you left off in the exam. **DO NOT EXIT the exam**, as you will be unable to re-enter and your exam session will end. If rebooting does not resolve the technical issue, contact ExamSoft through the phone number above.

If you are not able to resume testing within a short period of time after turning off the power to your computer, you will be presented with a message that a “Resume Code is Required.” An ExamSoft Support representative will supply the resume code.

Applicants using a wireless keyboard should check the batteries in the keyboard before the exam. Weak batteries will cause a lag effect when typing.

Starting Each Exam Session

Make certain your computer is connected to an electrical outlet. You should keep your computer power cord plugged into an electrical outlet throughout the administration of the examination. You are also required to have a working computer battery that is fully charged.

Be sure your operating system is up to date prior to exam day. Exemplify will warn you if it is not at the time you download the exam files. You may also want to consider clearing disk space on your computer prior to exam day. Each ninety-minute exam session will create a video file approximately 300 MB in size. Although each of these files will be automatically deleted as they are uploaded to ExamSoft, it is always prudent to have more disk space available than you anticipate needing (for example, an applicant on the standard schedule who does not upload any files until the end of each exam day might need as much as 1.2 GB of disk space).

Ensure that the software effectively captures your image for the photo and exam videos. Confirm that the room is well-lit and that the light is behind the webcam, not behind you. If there is a window behind you or to the side of you, cover it to block bright light and turn on a light in front of you (behind the camera) to illuminate your face. Remember that a proper monitoring file is one in which the Board can see your face and eyes clearly without shadows or glare. An applicant’s face must be captured by the camera from the front and an applicant may not look off to the side at a monitor. Applicants seeking to use external monitors/cameras must complete a request form available here: https://www.pabarexam.org/pdf/203_205/ExtDevReq.pdf. Additionally, it is imperative that

when using an external device for the exam, proper permissions are set on your computer or the result could be a black video. As described in the FAQs, the Board will not grade exam answers in such a case.

Proceed as you did with the mock exams by locating the password for and selecting the correct exam file, entering the password, taking your photo, and proceeding through the pre-exam notices to start the test session. Only if you experience a technical problem that prevents you from proceeding with the exam should you wait to begin this process.

Begin the login process for **all** sessions as soon as the password is available. Do not wait to login. Starting a test session is not contingent upon your upload being complete from the prior session.

Check the camera using the monitoring button at the start of each session, and if you see a black screen do not continue to test, but (without exiting or closing the exam software) turn off the power to your computer and call ExamSoft.

During Exam Each Session

When taking time to think about an answer to a question, be mindful that your entire face must remain in view of the camera. Avoid leaning, slouching, or resting your chin on your hand to such an extent that that part of your face leaves the frame of the camera.

Do not include any information in your answers about yourself or your identity. Similarly, do not include any diplomas or other identifying information in the view of the camera.

Once the exam question content is accessible, the automated ExamSoft timer will begin counting down, marking the duration of the exam. The exam session ends when you exit the exam file or when the ExamSoft timer reaches zero, automatically exiting the exam file. The timer will show a seconds indicator when there are five minutes remaining in session. You will also be able to set a timed reminder of your own in addition to the automated timer.

Do not put more than one essay answer in the same window. Each has a designated answer space.

Keep your laptop on from boot-up until the end of the day's session, unless an ExamSoft tech directs you to do otherwise or you experience a freeze or lag and attempt to resolve it by turning the power off and on. **Once you close or exit your exam, you may not re-enter the exam file. The test session will end.**

After Exam Each Session

After each test session, submit your exam answer. Both your answer file and your monitor file (audio/video) will upload to ExamSoft, provided internet access is available. Exam monitor files are larger and take more time to upload than answer files. It may take 15 minutes to upload a ninety-minute monitor file. If your exam files do not upload before the start of the next session, do not wait for the upload to complete, return to the dashboard and begin the next test session when the password is available. You may upload all exam files after the day's testing is complete.

Upload your exam files to the ExamSoft web server **by 11:00 p.m. each test day**. If for some reason your computer is turned off before the upload is complete, it will automatically resume when your computer is turned on and connected to the internet. Applicants must confirm before 11:00 p.m. that their exam files for the day's

session(s) have been uploaded. Applicants can verify the status of the exam file upload by consulting the ExamSoft information available here:

<https://help.examsoft.com/s/article/Exemplify-Check-the-Status-of-Your-ExamMonitor-Video-Upload>

If an internet issue or other technical problem prevents an upload each exam day, an applicant must document this issue with the Board using an incident report form available on this page

https://www.pabarexam.org/bar_exam_information/721ExamInfo.htm.

In such a case, an applicant must upload all answer files and monitor files by 11 p.m. (ET) on July 30, 2021.

Your hard drive will contain encrypted files from the exam, including your answer files that the Board can use in the event of a catastrophic failure. Reformatting your hard drive or uninstalling Exemplify will delete these files and will render your examination invalid. **Do not take either of these actions until after the Board releases examination results.**

Applicants must file a report of any irregularity that occurs during the bar exam's administration. Irregularities include any disruption, including (but not limited to) requiring a resume code, leaving the view of the camera, starting the exam late or technical problems. To make such a report, use the Incident Report Form and upload it through your Online Bar Application account at www.pabarapplication.org. You may attach additional pages to the report. All incident reports are due by 5:00 p.m. on July 30, 2021.

Handling an Emergency

If an emergency arises during any test session warranting an unexpected and urgent need to leave the view of the camera, make an announcement to the webcam explaining the urgent need to leave before you do. If you are able to return to the test session, do so as soon as the situation permits. You must report the incident to the Board by filing an [Incident Report Form](#) through your Online Bar Application account as soon as possible and no later than by 5:00 p.m. on Friday, July 30, 2021.

Applicants with critical issues for which the Board may be able to provide assistance during the exam may call the Board office, 717-231-3350. Be aware that, for an issue with the operation of Exemplify software during the exam, you should work to resolve it by taking these steps in this order: explore if turning the computer off and on again addresses the issue (being certain not to exit the software); contact ExamSoft support at 888-816-3065; if needed, call the Board office.

Testing Conditions

Applicants must adhere to the testing conditions for the remote exam.

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. (Window air-conditioners or fans are permitted)
- 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 that 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.

Exam Requirements:

- 1) Applicants must take the examination on a computer with a functional webcam and working microphone.
- 2) Applicants must register, install, and certify the required exam software by the deadline designated on a computer that meets minimum system requirements specified by ExamSoft.
- 3) Applicants must take and upload two mock exams and download the exam files by the deadline.
- 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, he/she 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 Board will review audio/video exam file 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 Association Rule 206\(a\)](#).