

## **INSTRUCTIONS FOR APPLICATION TO TAKE THE FIRST-YEAR LAW STUDENTS' EXAMINATION**

***Please carefully read these instructions.*** Each applicant must be aware of all the requirements that follow and comply with those that are applicable. The completed application must be typewritten or legibly printed in ink. A separate application must be filed for Registration as a Law Student.

The First-Year Law Students' Examination is administered in the Los Angeles and San Francisco areas in June and October. The examination includes both essay and multiple-choice questions. All law students who have completed one year of law study are eligible to apply for the First-Year Law Students' Examination.

### **PERSONS REQUIRED TO TAKE THE FIRST-YEAR LAW STUDENTS' EXAMINATION**

Rule VIII, Section 1(b) of the *Rules Regulating Admission to Practice Law in California (Rules)* states:

"An applicant who is required to take the First-Year Law Students' Examination shall not receive credit for any law study until the applicant has passed the examination. An applicant who passes the examination within three consecutive administrations of first becoming eligible to take the examination upon completion of one year of law study, shall receive credit for all law study completed to the date of the administration of the examination passed. An applicant who does not pass the examination within three consecutive administrations of first becoming eligible to take the examination but who subsequently passes the examination shall receive credit for his or her first year of law study only."

### **EXEMPTION FROM THE FIRST-YEAR LAW STUDENTS' EXAMINATION**

Rule VIII, Section 1(a) of the *Rules* states:

"Every person who intends to seek admission as a general applicant shall take the First-Year Law Students' Examination following completion of one year of law study unless such person:

- "(1) Has passed the bar examination of a United States jurisdiction, a possession, territory, or dependency the United States may hereafter acquire or of a country where the common law of England constitutes the basis of jurisprudence; or

- "(2) Has satisfactorily completed the first year course of instruction in a law school accredited by the Committee or approved or provisionally approved by the American Bar Association at the time of the applicant's matriculation or at the time the applicant completes the first year of instruction and had completed at least two years of college work as defined in Section 1, Rule VII of these *Rules* prior to matriculating in such accredited or approved law school."

A general applicant shall be deemed to have satisfactorily completed the first-year course of instruction in an accredited law school when he or she is advanced to the second-year course of instruction at the same accredited law school, whether or not on probation.

### **EXEMPT APPLICANTS WHO DO NOT PASS THE EXAMINATION**

Rule VIII, Section 1(e) of the *Rules* states, in part:

". . . An exempt applicant who unsuccessfully takes the examination shall not be subject to any of the sanctions, requirements, or law study credit limitations which are otherwise imposed by this Rule on unsuccessful non-exempt applicants."

### **FOREIGN EDUCATED APPLICANTS**

An applicant who has received his/her legal education outside the United States and whose petition for determination of eligibility to take the California Bar Examination required passing the First-Year Law Students' Examination will receive credit for all law study to the date of the administration of the examination passed.

### **REGISTRATION AS A LAW STUDENT**

An application for the First-Year Law Students' Examination will not be accepted unless the applicant previously has registered with the Committee of Bar Examiners (Commit-

tee) as a law student in compliance with Section 6060(d) of the Business and Professions Code and Rule V of the *Rules*.

### EXAMINATION TEST CENTERS

Each applicant should select the Test Center at which he/she wishes to take the examination and enter the name on the line and the code in the boxes provided on the application form.

### APPLICATION PROCESSING

All applications are processed in the State Bar's Office of Admissions in **Los Angeles**.

Applications sent "**certified**" must be addressed to either location of the State Bar's Office of Admissions as listed below:

180 Howard Street  
San Francisco, CA 94105-1639

- or -

1149 South Hill Street  
Los Angeles, CA 90015-2299

**Do not send certified mail or any other special method of delivery to the address stated on the envelope enclosed with the application packet.**

Any questions regarding the status of an application should be directed to the Los Angeles office. It is requested that such inquiries be made by mail rather than by telephone.

### APPLICATION ACKNOWLEDGMENT

An application acknowledgment letter will be sent 2-4 weeks after receipt of an application. Applicants who do not receive an acknowledgment letter should contact the Office of Admissions.

### WITHDRAWALS

Written notice of withdrawal must be received in the Office of Admissions not later than 5:00 p.m. **on the Friday prior to the examination**. Stopping payment on a check or dishonoring a check does not constitute withdrawing from an examination.

### WITHDRAWAL REFUND POLICY

Deadlines for withdrawal refunds are specified in the Addendum. Requests for refunds beyond the dates specified will not be considered.

**The transfer of fees from one examination to another is prohibited.**

1. Withdrawal of applications and requests for refunds received within 30 days after the deadline for timely filing, will be honored with a 60% refund of all fees paid in conjunction with the subject examination.
2. Withdrawal of applications and requests for refunds received within 45 days after the deadline for timely filing, will be honored with a 30% refund of all fees paid in conjunction with the subject examination.
3. Requests for refunds filed in excess of 45 days after the deadline for timely filing, will not be considered.

Refunds requested due to hospitalization, death, or call to active duty will be considered in accordance with the Committee's policy. A copy of the policy is available upon request.

### PROOF OF LAW STUDY

Following the filing of the application to take the First-Year Law Students' Examination, certification forms will be mailed to the applicant's law school for completion. The school must certify the applicant's completion of one year of law study in compliance with the *Rules Regulating Admission to Practice Law in California*. If the required certification is not provided in a timely manner, the processing of the application and issuance of the applicant's admittance ticket will be delayed. If the school fails to provide such certification, the applicant will be notified.

### INELIGIBLE APPLICANTS

Applicants for an examination who are subsequently found not to have completed the requisite legal education will be deemed ineligible. Such applicants are entitled to a 60% refund of all fees paid in connection with the examination. **No refund will be processed unless academic deficiency is substantiated by certified law school transcripts, and such transcripts indicating all law study completed must be received by the Office of Admissions no later than 15 days after the last day of the administration of the examination.**

## **TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES**

Applicants with disabilities are encouraged to make arrangements for testing accommodations well in advance of an examination and no later than at the time the application for the examination is filed, although later filing is permitted. The final deadline for filing petitions is specified in the Addendum. Applicants may file a petition for testing accommodations at any time following registration as a law student.

Testing accommodations are available to individuals with a mental or physical disability as defined under the American with Disabilities Act of 1990, that limits them from taking and passing an examination in a manner that is comparable to all other applicants. Depending on the nature of the disability, accommodations may include assistants (i.e. readers, helpers, etc.), wheelchair access, permission to dictate, customized timing, separate testing room, customized examination materials (i.e. braille, large print, etc.), and permission to bring and use specific items or medical aids.

The Committee does not offer or recommend to any applicant specific types of accommodations. The applicant and his/her physician/specialist should request what they think is necessary to allow the applicant to compete on an equal basis with all other applicants.

Documentation **on the Committee's forms**, which includes a Petition stating specific arrangements requested, Medical certification/doctor's statement or appropriate specialist's statement describing the disability, the related functional limitations, if any, and the types of accommodations the limitations require, and a law school statement explaining any accommodations provided to the applicant during law school, is required to process a request. Petition packets are available from the Office of Admissions.

**Petitions must be filed separately from the application for the examination and should be forwarded to the San Francisco Office of Admissions for processing.**

## **SOUND SUPPRESSION EQUIPMENT**

The use of any material or equipment for the purpose of sound suppression during the administration of the examination other than ear plugs and for the general purpose of blocking the entry of liquids into the ear will require:

- a. Medical certification of imperative need.
- b. Advance clearance by the Committee, which will be granted only upon the showing of dire and unusual circumstance.

Petitions for the use of sound suppression equipment will be

processed if received by the date specified on the Addendum for filing petitions. Petitions received after that date must present a good cause for relief from the deadline as well as grounds for being permitted to use sound suppression equipment.

## **EXCLUSION OF EXTRANEOUS OBJECTS**

All extraneous objects including but not limited to handbags, briefcases, and backpacks, will be eliminated from the examination area. (An extra typewriter is not an extraneous object.)

If such items are brought to the test center, the applicant will be required to leave them at the applicant's own risk outside the examination area. Small plastic bags will be provided for carrying medication, hygiene items and other necessities into the examination area. However, all items will be inspected. Beverages and/or food are not permitted into the examination rooms.

## **SUBJECTS TESTED ON THE EXAMINATION**

The subjects covered in this examination are: Contracts, Criminal Law, and Torts. An answer based upon legal theories and principles of general applicability is sufficient; detailed knowledge of California law is not required. The following provisions of the Uniform Commercial Code should be used where pertinent:

- a. All of Article I;
- b. All of Article 2.

## **SCHEDULE OF THE EXAMINATION**

The First-Year Law Students' Examination is administered in one day. The morning session will be a maximum of four hours in duration, and the afternoon session will be a maximum of three hours. Four (4) essay questions will be presented during the morning session and 100 multiple-choice questions during the afternoon session. There is a lunch break between sessions.

## **GRADING OF THE EXAMINATION**

The passing score for the First-Year Law Students' Examination is a total score of 560 or higher.

An applicant's multiple-choice score will be the number of items answered correctly. Multiple-choice raw scores will be converted to a 400-point scale. This process adjusts for the possible differences between administrations of the examination in the average difficulty of their multiple-choice items. As a result, an applicant's multiple-choice score will not be affected by the difficulty of the particular version of

the examination that the applicant takes.

An applicant's raw score on an essay question can range between 40 and 100. Total raw essay scores can therefore range between 160 and 400 points. Total raw essay scores will be converted to the same 400-point scale of measurement as that used for multiple-choice portion. This is done to adjust for the possible differences between administrations of the examination in the average difficulty of their essay questions and for variations in grader standards. Consequently, an applicant's adjusted essay score on the 400-point scale will not be affected by possible differences between administrations in the difficulty of the essay questions or by fluctuations in grader standards.

An applicant's total score on the examination is the sum of that applicant's converted scores on the multiple-choice and essay sections. This step gives these sections equal weight in determining the total score. Applicants need a total score of 560 or higher to pass the examination.

#### **FURTHER COMMUNICATION**

An official record of all communications is required. The Committee requests that inquiries be submitted in writing. This will enable the staff to review your record prior to responding and provide for precise rather than generalized responses. If your inquiry relates to a genuine emergency and requires immediate attention, the following telephone numbers are provided to assist you in such circumstances:

First-Year Law Students' Examination Eligibility(213)  
765-1519  
TDD Number: (213) 765-1566

#### **ADMITTANCE CARDS**

Admittance cards, advising the time and place to take the examination, are mailed to qualified applicants no later than ten (10) days prior to administration of the examination. Any applicant not receiving an admittance card by the Wednesday prior to the examination, who has not otherwise been notified of being ineligible, must contact the **Los Angeles** Office of Admissions and arrange to secure a duplicate card.

Please keep the Office of Admissions informed in writing of any changes of address.

#### **IMPORTANT!**

Before mailing the application, the applicant should check the following:

- Is the correct fee included?
- Is the examination Test Center indicated on the application?
- Is each question answered fully and completely?
- Is the application signed?

**A \$20.00 Completion fee will be charged for any application which is found to be incomplete in any way.**

**ADDENDUM TO INSTRUCTIONS FOR APPLICATION TO TAKE  
THE JUNE 2002 FIRST-YEAR LAW STUDENTS' EXAMINATION**

DATE: Tuesday, June 25, 2002  
TIME: Morning and Afternoon

**TEST CENTERS**

South San Francisco Conference Center 255 South Airport Blvd. South San Francisco	Code W603 – Writers Code T603 – Typists
Pasadena Convention Center 300 East Green Street Pasadena	Code W102 – Writers Code T102 – Typists

**FEES**

**All applicants must pay the required fees.**

First-Year Law Students' Examination .....	\$379.00
Typing Fee .....	\$64.00

Checks should be made payable to **The State Bar Of California.**

**TIMELY FILING DEADLINE: MAY 1, 2002**

To avoid payment of a late filing fee, an application must be received in the State Bar's Admissions offices, or be postmarked, on or before May 1, 2002.

**LATE FILING INFORMATION**

In addition to the application fee, all applications filed between the dates listed below must be accompanied by a late filing fee.

<b>DATES</b>	<b>FEE</b>	<b>LATE FEE</b>	<b>TOTAL FEE</b>
May 2, 2002 to May 16, 2002	\$379 +	\$ 25.00 =	\$404.00
May 17, 2002 to June 3, 2002	\$379 +	\$200.00 =	\$579.00

**All applications and fees, including any late fees in effect, must be received in the Office of Admissions**

**no later than June 3, 2002. For applications filed between May 17 and June 3, 2002, fees must be paid with a money order or cashier's check made payable to the State Bar of California.**

#### TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

All petitions for testing accommodations **based upon disabilities existing prior to June 3, 2002, must be received by the Committee no later than June 3, 2002, although earlier filing is strongly encouraged.** Petitions may be filed prior to filing an application to take the examination; however, the applicant must be registered with the Committee, otherwise the petition will not be processed. Requests for accommodations from applicants who received accommodations during previous examinations must also be received no later than June 3, 2002.

#### RETURNED CHECKS

A charge of \$20.00 will be assessed when checks are not negotiated and returned. **Any late filing fee in effect at the time the check is covered will also be required. Stopping payment on a check or dishonoring a check does not constitute withdrawing from an examination. Applicants who do so will be required to return the fee, and pay any additional fees required prior to being allowed to take any future examination.**

#### APPLICATIONS FOR FUTURE FIRST-YEAR LAW STUDENTS' EXAMINATIONS

Applicants who withdraw from this examination, applicants who are absent, applicants who are deemed ineligible, applicants who take only a portion of the examination, or applicants who take the examination and then request that their examination answers not be graded **must request an application for the next examination** for which they wish to apply when such applications are available.

The timely filing deadline for the October 2002 First-Year Law Students' Examination, which will be administered October 22, 2002 is August 1, 2002. Applications for this examination generally are available in July.

#### ADMINISTRATIVE PROCESSING FEE

Applications submitted with incorrect filing or late fees will be held without processing until the required fees are received. If the applicant does not submit the appropriate amount by the final filing deadline, the applicant will receive a refund of fees submitted minus an administrative processing fee of \$25.00.

#### CRUCIAL INFORMATION FOR TYPISTS

A fee of \$64.00 is required to type the examination. This fee is **not** required from those applicants with disabilities who have been granted testing accommodations. Applicants must furnish their own machines and comply with the requirements specified in the instructions regarding the use of typewriters and word processors. A \$15.00 late filing fee must accompany a request to type received subsequent to the filing of an application (a total of \$79.00). All requests to change from a writing test center to a typing test center must be in writing, must be received on or before June 3, 2002, and must be accompanied by a non-refundable fee of \$79.00

#### WITHDRAWAL REFUND DEADLINES

The last day for withdrawal from the examination with 60% refund of fees is May 31, 2002. The last day for withdrawal from the examination with 30% refund of fees is June 17, 2002.

The deadline for proving ineligibility for the examination and an entitlement to a 60% refund of fees is July 10, 2002.

**APPLICATION FOR FIRST-YEAR LAW STUDENTS' EXAMINATION**  
 Must be typewritten or printed legibly

For Office Use Only

Application Number

1.1 Examination Applied for: \_\_\_\_\_  
 Month/Year

1.2 Last Examination Applied for: \_\_\_\_\_  
 Month/Year

1.3 Social Security#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

1.4 Date of Birth: \_\_\_\_\_  
 Month/Day/Year

1.5 Applicant's Full Name: \_\_\_\_\_  
 Last First Middle

1.6 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

It is the applicant's responsibility to submit address changes **in writing** to the State Bar's Office of Admissions. All correspondence will be mailed to current mailing address.

1.7 Telephone: (\_\_\_\_\_) \_\_\_\_\_

1.8 Birthplace: \_\_\_\_\_  
 City/State/Country

1.9 Test Center Code (See Instructions): \_\_\_\_\_

1.10 Test Center Name: \_\_\_\_\_

1.11 I will (select one):  Handwrite  Type (See Fee Schedule and Instructions)

1.12 Are you an applicant with a disability who intends to petition for testing accommodations?  Yes  No  
**CAUTION: All petitions for testing accommodations must be submitted on the designated forms under separate cover by the deadlines specified in the applications instructions. Petition forms are available upon request from the Office of Admissions.**  
 Have you previously been granted testing accommodations?  Yes  No

1.13 REGISTRATION AS A LAW STUDENT (Rule V, Section 1, *Rules Regulating Admission to Practice Law in California (Rules)*, (Select one):

Previously registered \_\_\_\_\_ (A **separate** registration form must have been filed with the State Bar's Office of Admissions.)  
 Month/Year

Name under which you registered if different: \_\_\_\_\_

Registering now (If you have not previously registered, you are required to file a **separate** registration form concurrent with this application.)

1.14 SEE ENCLOSED FEE SCHEDULE (The application will not be deemed filed unless the proper fee is enclosed.)

Application Fee \$ \_\_\_\_\_

Typing Fee \$ \_\_\_\_\_

Late Filing Fee \$ \_\_\_\_\_

**Total Amount** \$ \_\_\_\_\_

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**Payment Coupon**  
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**3 PAYMENT COUPON - FIRST-YEAR LAW STUDENTS' EXAMINATION**  
 Office of Admissions  
 The State Bar of California

Last Name	Application Fee: \$ 379.00 _____
First Name & Initial	Late Application Fee: \$ 25.00 (A) _____ (Refer to Addendum) \$200.00 (B) _____
Social Security Number	Typing Fee: \$ 64.00 (C) _____
	<b>TOTAL PAID:</b> _____

This coupon must be placed in the envelope compartment with the check. **DO NOT** place it in the same compartment with the application.

2.1 LEGAL EDUCATION (See Proof of Law Study in "Instructions for Applicants")

Indicate all law study completed even if you do not claim credit for it. Include correspondence law study and law office study.

Note: If you claim credit for law office study, you must have filed Supervising Attorney Reports on the appropriate form, pursuant to Rule VII, Section 7 of the *Rules*.

Name of School(s) or Law Study Office(s)	Dates Attended			
	From:	To:		
	Month	Year	Month	Year

ARE YOU A SPECIAL STUDENT AT AN ACCREDITED LAW SCHOOL?    G YES    G NO

**DECLARATION**

The person named as the applicant in the foregoing application and questionnaire, declares:

I have carefully read the questions in the foregoing questionnaire and have answered them truthfully, fully and completely, without mental reservations of any kind.

I hereby authorize educational or other institutions or agencies to release to the Committee of Bar Examiners any information, files, transcripts or records requested by the Committee in connection with the processing of this application.

I hereby certify that I understand that I must comply with all of the requirements of the *Rules Regulating Admission To Practice Law in California*.

I declare under penalty of perjury under the laws of the State of California that my answers to the foregoing questionnaire and all statements made by me herein are true and correct.

I fully understand that the Committee of Bar Examiners is the sole judge of the validity of the examination and at its discretion, may determine that the result of any test or any part of any test or any individual's score is not valid. Should the Committee invalidate any part of the test, or if any individual's test is declared invalid or cannot be graded, the Committee may, at its discretion, decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the Committee. Should the Committee at any time determine that an insufficient test product is available upon which to base a valid pass/fail decision, the Committee may require the applicant to present himself/herself for re-testing at a place and time designated by the Committee.

Executed on: \_\_\_\_\_  
(Date)

At: \_\_\_\_\_  
(Street and Number)

\_\_\_\_\_  
(City, State, Zip)

**SIGN HERE:** \_\_\_\_\_  
(Signature of Declarant)

**INSTRUCTIONS**

This payment coupon must be submitted with your application. Please fill in your name, social security number, and amount paid.

This coupon must be placed in the envelope compartment with the check. **DO NOT** place it with the application.

## INSTRUCTIONS REGARDING USE OF TYPEWRITERS AND WORD PROCESSORS DURING THE FIRST-YEAR LAW STUDENTS' EXAMINATION

Manual typewriters, standard electronic typewriters, word processing typewriters, **portable** personal word processors, and desktop publishers may be used to take the bar examination. Personal computers are **not** permitted. All machines must have the capability to print examination answers. Answers on disks **will not be** accepted for grading.

Word processing typewriters, portable personal word processors and desktop publishers (collectively referred to as word processing machines) are typewriter-type machines that are dedicated to the function of word processing. They may contain features such as spell checkers, thesaurus, or spreadsheet templates. They are not (for purposes of this document) software programs for use on a general purpose computer.

Acceptable machines can display multiple lines or most of a page on a screen prior to printing. In addition to internal working memory, word processors often provide for external memory in the form of disks. In most cases, the internal memory is erased when the power cord is disconnected. While some of the earlier models have the display built in, newer models are offering separate monitors—but still are called "portable."

All models of manual and standard electric typewriters may be used to take the bar exam. In addition, the following models of word processing typewriters, word processors and desktop publishers may be used if they are found to be unaltered, and without memorized files other than standard word processing software. (Note: Underlined models have been recently discontinued, but may still be available for purchase at some stores: **Brother** (WP series, DP series, and PDP series), **Canon** (Starwriter series), **IBM LEXMARK** (Wheelwriter series), **SMC or Smith Corona** (SD series, WP series, PWP series), **Sharp** (PA series). Additionally, the Brother series of *Personal Electronic Notebooks* (the PN series) is acceptable provided no files are stored in the internal memory.

Machines from other manufacturers, as well as newer models of the machines from the manufacturers listed above, may be allowed if they are found to have no more capability than found in the models listed and discussed in the general descriptions above. In gen-

eral, this means the machines **must be dedicated word processors** and **not** general purpose computers with word processing software. If a machine other than those listed above is brought to the test center, it is imperative that the applicant also bring the instruction manual in the event the inspectors are not familiar with that machine.

Due to limited space, only those machines generally considered as portable will be permitted. One piece units are preferred. Machines with separate units will be accepted provided that the monitor can be positioned on top of, or directly behind the keyboard unit. This means that a monitor should be no larger than 14".

All typewriters, word processing typewriters, word processors, desktop publishers, disks and printers brought to the examination are subject to inspection prior to the beginning of the examination. Applicants must be familiar with the operation of their machines in advance of the examination, including but not limited to setting margins and printing of text.

Inspection is for the purpose of determining whether the typewriter, word processing typewriter, word processor or desktop publisher is acceptable for use during the examination. In every instance where a machine is found to be unacceptable, the owner will be required to provide an alternate machine that passes inspection or complete the examination in writing.

**-Inspection of manual, standard electronic typewriters and word processing machines will be conducted from 2:00 p.m. - 4:00 p.m. on Monday, June 24, 2002 at the test centers.**

Applicants planning to use word processing typewriters, word processors or desktop publishers **must** have their machines and all disks (1-2 separate disks that have been previously formatted) inspected.

Applicants who fail to have their typewriters or word processors inspected prior to the commencement of the examination will not be granted additional time to continue the typing of answers past the normal examination session termination time.

Following approval of a typewriter or word processing machine, a label will be affixed to the machine by staff. The label must be left on the machine for the duration of the examination and only machines with the approved label will be allowed into the examination test center.

If a word processing machine with internal memory is brought to the examination, it is critical that all files be erased from the internal memory prior to checking in at the examination test center. The directory will be checked for memorized files, and any machine having such files will be rejected. If the word processor you bring to the examination has a internal address book, calendar or similar features, it is imperative that all entries be erased prior to inspection.

If a word processing machine is brought to the examination and it is the applicant's intention to use the external disk function, **a minimum of one (1) and not more than two (2) floppy disks must be brought to the examination test center on the day of inspection.** The disks must be new (previously unused) and must be formatted (initialized) in advance. It is not sufficient to erase all files from a previously used disk since some word processors retain these files in case of accidental deletion. If for some reason a disk is not formatted at the time of inspection, the applicant will be required to format the disk without assistance from staff.

The disk directories will be checked, and if any pre-programmed files are found, the disks will **not** be permitted into the examination test center, even if they contain only additional features such as a thesaurus. Approved disks will be labeled and sealed in envelopes provided by staff. At the end of the morning session, the applicants using disks will be required to hand in the used disks to the proctors. The disks will be retained by the Committee of Bar Examiners and destroyed after the examination. The disks will not be returned to the applicant. Disks not used and that remain in the sealed envelopes will be returned to the applicants upon conclusion of the examination.

All answers must be printed on the paper provided. Typing of answers must be completed when time is called. If an applicant continues to type after time has been called, the applicant will be cited and may be

referred to the Committee under procedures established by Rule XII, of the *Rules*. **The policy regarding the printing of examination answers has recently been revised. Printing of examination answers using approved word processors may now be completed after time is called under the procedures announced before the written portion of the examination.**

Each applicant will be allowed to use up to two outlets for the purpose of plugging in their machine. The extra outlet, if not needed to make the machine operable, may **not** be used for any other purpose, such as plugging in a lamp, clock or extra power supply. Applicants using machines requiring batteries, must bring a sufficient supply of charged batteries as the electrical outlets at the test centers will not be available for the purpose of charging or recharging batteries.

Applicants using word processing machines who saved their answers using the internal memory will be required to remain or return at the conclusion of the examination session for the purpose of erasing their answers from that session of the examination.

If an applicant's typewriter or word processing machine fails to operate properly for any reason, the applicant must be prepared to continue the examination using an alternate typewriter that has been inspected and approved or write the examination. The Committee does not assume responsibility for any power failure or failure of a typewriter, word processor or disk to operate properly.

In the event of a loss of power, applicants must be prepared to continue the examination by writing or using a typewriter with a battery back-up.

**Approval of a specific typewriter or word processor for one examination does not constitute approval of the same machine for future examinations.**