

INSTRUCTIONS REGARDING USE OF TYPEWRITERS AND WORD PROCESSORS DURING THE CALIFORNIA BAR 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 general, 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 to 4:00 p.m. on Monday, February 25, 2002.

-Inspection of manual and standard electronic typewriters will also be conducted:

- a. from 7:30 a.m. to 8:45 a.m. on Tuesday, February 26, 2002; and,
- b. from 7:30 a.m. to 8:45 a.m. on Thursday, February 28, 2002.

Applicants planning to use word processing typewriters, word processors or desktop publishers **must** have their machines and all disks (4-5 separate disks that have been previously formatted) inspected on Monday as it takes some time to conduct the inspection. If an applicant brings such a machine on Tuesday or Thursday morning, he or she must be prepared to use an alternate typewriter that is eligible for inspection and is approved or write the examination.

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 four (4) and not more than five (5) 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. One disk will be used for each session of the examination. The additional disk is to be used as a back-up in the unlikely event that one of the disks fails to operate properly. At the end of each 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 final day of 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 be completed after time is called under the procedures announced before each session of 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.

Applicants using word processing machines must leave their machines at the test center after inspection on Monday if they plan on using the machine during the Tuesday and Thursday sessions.

To avoid reinspection, applicants using typewriters and word processing machines that were inspected and approved on Monday are encouraged to leave them at the test center Monday night through the duration of the examination. Security personnel is provided at each examination test center during the nights of Monday, Tuesday, and Wednesday; **however, the Committee of Bar Examiners cannot and will not accept responsibility for guaranteeing the safekeeping of typewriters and word processors.**

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.