

INSTRUCTIONS FOR APPLICANTS DICTATING ANSWERS TO A TAPE RECORDER

If an applicant is granted permission to dictate to a tape recorder, a typist will be hired by the State Bar's Office of Admissions to transcribe the tapes immediately following the conclusion of the examination. The typist will transcribe the recording of the applicant's examination answers under direct supervision of the State Bar staff. The applicant understands and accepts that:

- a. The Committee of Bar Examiners/Office of Admissions is not responsible for mechanical failure of the tapes or recording and transcribing equipment.
- b. The applicant must provide the tapes, which will be erased and marked by staff prior to the start of each examination.
- c. The tapes containing the applicant's answers will become and remain the property of the Committee of Bar Examiners (Committee).
- d. The applicant will be required to use one cassette tape for each examination answer, and the question number must be clearly marked on each cassette tape.
- e. Once the applicant has completed dictating each answer, he/she must state on the tape "This is the end of question number _____."
- f. The applicant or assistant (if that accommodation has also been granted) must print his/her applicant number and name and write his/her signature in the upper right hand corner of each answer book cover. No extra time will be given for this purpose.
- g. The applicant will not be allowed to see and correct the typed examination.

The transcribed answers will be compared with the dictation on the audio cassettes and every effort will be made to ensure that the transcribed answers are as dictated by the applicant. However, the quality of the recorder, the tapes or the applicant's dictation skills cannot be guaranteed by the Committee. Nor will the Committee guarantee or accept responsibility for the results of the process. The audio cassettes will be retained for 6-months following the administration of the examination. The original audio cassettes will not be released to the applicant.

The applicant understands that when transcribing the examination, the typist will follow the instructions noted below:

Instructions for Applicants Dictating

1. On typed answers, the pages of each answer must indicate the page number and the question number. For example, for question 1, "Q1 P1" should be typed in the upper right hand corner of the first page.
2. A one-inch margin must be left on the left side of each typed page, so that none of the answer is hidden when the pages are stapled inside the book covers.
3. Answers must be typewritten only on the white unruled paper supplied by the Committee. Only that which is typed on white unruled paper will be graded. Used scratch paper, notes, or examination questions may not be taken by the transcribers when they leave the room. Copies of the answers are not allowed.
4. Colored ink may not be used in the transcription of answers.
5. The applicant should not be identified in any way in the answers.
6. Highlighters or correction fluid must not be used on the answers.
7. If additional sheets of paper are needed, the transcribers must raise their hands and a proctor will distribute additional sheets as needed. Colored paper is to be used as scratch paper only and an applicant's answers must not be typed on colored paper.
8. When the answer to each question is finished the pages must be assembled in order, placed inside the proper examination book cover, and fastened with a paper clip. The pages must be arranged in the correct order and in the proper book cover.

I declare under penalty of perjury that I have read all instructions included in this document and I understand and agree to them.

Examination: _____

Name: _____ Registration Number: _____
(Please Print)

Signature: _____ Date: _____