

INSTRUCTIONS FOR EXAMINATION TYPISTS/TRANSCRIBERS DURING THE EXAMINATION

You have been hired to assist an applicant who has been granted permission by the Committee of Bar Examiners (Committee) to dictate to a typist/transcriber because you have the requisite technical training to produce an answer using the equipment provided, which answer has been dictated to you by the applicant. If you have **any** problems concerning the equipment, communicating with the applicant, understanding the directions for that session, etc., contact the Staff Member in Charge (SMIC) as soon as possible. If it is a problem that can wait until the end of the session, please wait until then to confer with the SMIC so that session of the examination for the applicant is not interrupted.

A written copy of the instructions for the examination will be provided to you in advance of the beginning of the session. Please pay careful attention to the following instructions:

1. For 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. Do **not** take used scratch paper, notes, or examination questions with you when you leave the room. Do **not** make copies of the answers.
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, you must raise your hand 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.

Instructions for Examination Typists/Transcribers
During the Examination

9. In the event there is an interruption in power, typists/transcribers using equipment requiring electricity must be prepared to continue the examination by writing for the applicant until power is restored.

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: _____
(Please Print)

Address: _____

Telephone No.: _____

Signature: _____ Date: _____