



**TO: APPLICANTS TAKING THE OCTOBER 2021 FIRST-YEAR LAW STUDENTS' EXAMINATION-REMOTE PROCTORED ADMINISTRATION**

Please carefully read this bulletin prior to the first day of the examination, as it contains important information that you will need to know.

**SCHEDULE OF THE EXAMINATION**

The examination will be administered on Tuesday, October 26, 2021. There will be six total exam sessions throughout the day. There are set breaks in between each session. There will also be time for lunch between Essay 4 and the first set of multiple-choice questions. Applicants taking the examination online must use laptop computers and should go to the ExamSoft landing page ([www.examsoft.com/firstyearonline](http://www.examsoft.com/firstyearonline)) by 7:30 a.m. to find the YouTube link to the announcements. This is also where the passwords will be posted, as well as the URL for the backup password page.

The schedule for standard time applicants will proceed as follows:

**Exam Day Schedule (all times PST)**

First-Year Law Students' Examination	Session	Password release	Latest start time
	Essay 1	7:40 AM	8 AM
	Essay 2	9:05 AM	9:25 AM
	Essay 3	10:30 AM	10:50 AM
	Essay 4	11:55 AM	12:15 PM
	MCQ Part 1	2:05 PM	2:25 PM
	MCQ Part 2	4 PM	4:20 PM

As soon as the password is released, you may begin a session. You will be asked to verify your ID by taking a photo before you enter the exam session.

**DESCRIPTION OF THE EXAMINATION**

The First-Year Law Students' Examination consists of four (4) one-hour essay questions administered during the morning session and 100 multiple-choice questions, divided into two 50-question 90-minute sets, administered during the afternoon session.

An applicant's multiple-choice raw 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 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 taken.

On the essay portion of the examination, applicants are graded on a basis of 400 maximum possible raw points. An applicant can earn up to 100 raw points on each of the four essay questions. Total raw essay scores will be converted to the same 400-point scale of measurement as that used for the multiple-choice portion to adjust for 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 converted 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 an applicant's converted scores on the multiple-choice and essay portions. This step gives these portions equal weight in determining the total score. To pass the examination after one reading, an applicant must achieve a total scaled score of 560 or higher.

If the total scaled score is at least 540 but less than 560, that applicant's examination is automatically sent to reappraisal, where the supervising member of the Examination Development and Grading Team reviews the entire examination and determines whether, taken as a whole, it merits a pass or fail. Because no score adjustments are made in reappraisal, the scores reported to applicants whose examinations were reappraised are the scores achieved after the initial reading.

If an applicant is absent for any portion of the examination, the applicant will be considered as having not taken the examination; the applicant's written answers will not be graded; and, if the applicant intends to take a future administration of the examination, he/she will be subject to the same application filing deadlines applicable to first-time applicants rather than the deadlines applicable to immediate repeaters, if any.

Applicants must follow all the rules and procedures set forth in the Admittance Ticket Bulletin and in the Acceptance and Acknowledgement of Testing Conditions Form. Failure to do so may result in receiving a sanction of zero (0) for a section of the exam, or for the full exam, or a negative referral to the Moral Character Determinations unit.

The Committee of Bar Examiners (Committee) 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 for any reason any part of the test 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.

## **EXAMINATION ADMINISTRATION RULES AND POLICIES**

Failure to follow examination rules while the examination is in session will result in notice to the Committee of a violation of examination rules in accordance with the provisions of Title 4, Division 1, Chapter 6 of the Rules of the State Bar of California (Admissions Rules). Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, having unauthorized items with you during the examination (such as cell phones, notes, etc.), typing after time has been called, attempting to cheat or avoid/override the remote-proctoring system, or leaving the view of the camera while the examination is in session, will result in notice to the Committee of a violation of examination rules or, in some cases, can lead to a referral to the Moral Character Determination unit. It is expected that all applicants will demonstrate integrity, honor, and ethical behavior during this exam, and all exams administered by the State Bar of California. The remote-proctored exam will be continuously monitored by artificial intelligence and human proctors, and any, and all, anomalies or suspicious behavior will be flagged accordingly. Flagged video files will be reviewed by the State Bar and conduct violations will result in strict sanctions. Sanctions may

include but are not necessarily limited to: a zero (0) for the flagged exam session, a zero (0) for the entire exam and a negative impact on your moral character determination.

Applicants cannot wear hats, caps, hoods, or any other type of headwear during the examination. The Committee, however, will consider petitions filed by applicants seeking exemptions from that policy, which would permit them to wear headwear due to their religious beliefs. Such petitions must be submitted online through the Applicant Portal no later than the final deadline for filing testing accommodations petitions.

Only the following items are allowed in the examination room without prior approval:

Inhalers; eyeglasses (no cases or sunglasses); diabetes-related equipment (does not include food or drinks); and disability-related items that have been approved through the testing accommodations petition process. You may also have: a back support, a standard-size pillow, or an orthopedic cushion (without cover cases or anything printed or written on them); splints and braces and casts (with nothing printed or written on them); crutches; wheelchair; TENS unit; hearing aids; one footrest. The following laptop accessories are allowed: separate keyboard, mouse (wired or wireless), laptop riser/stand no higher than 4", foam ear plugs and a solid color mouse pad with no writing on it (for written portions of the exam only).

Please note that applicants testing remotely cannot have wallets, lip balm, tissues, cough drops/throat lozenges, gum, candy, or other food or drinks in the examination room.

If unauthorized items are brought into the exam area for applicants taking the remote-proctored examination, either intentionally or inadvertently, they will be noted, and applicants will receive a Chapter 6 Notice and, possibly, additional sanctions imposed by the Committee. In accordance with the Committee's policies, applicants will receive a score of zero (0) for any session during which they are found to have brought an unauthorized electronic device, such as a cell phone or activity tracker device (e.g., Fitbit), into the examination, as well as any additional sanctions the Committee may impose.

## **LAPTOP COMPUTER USERS**

After you have been notified your admittance ticket is available, you need to ready your laptop computer for use during the examination. The required security software (Exemplify with ExamID and Exam Monitor) must be downloaded onto your laptop computer, and then you must download all six exam files by Friday, October 22, 2021 at 8 AM PST. The [Laptop Instructions](#) for each examination, which is found on the State Bar's website, contains the details and requirements for participation in the program. It is the responsibility of applicants using laptop computers to timely upload their exam files containing their answers to each of the four (4) essay questions and each of the two (2) multiple-choice question sets in compliance with the published procedures, instructions, and deadlines. Applicants who fail to upload their answer files by the published deadlines will have a deduction of ten (10) scaled points taken from their total written scaled score. Applicants who fail to upload their answer files within two (2) weeks of the published deadlines, will be given a grade of zero (0) for each answer that is not received by the State Bar's Office of Admissions by the published deadlines. Applicants are expected to comply with the published deadlines; there are no waivers of the deadlines or the sanctions that will be imposed as a result of applicants' failure to upload their exam files.

## **GENERAL INSTRUCTIONS – REMOTE PROCTORED ADMINISTRATION**

1. You will be required to establish your identity at the beginning of each session (at the start and after each break). If the system cannot confirm your identity, you will be able to proceed with the examination and the ID process will be verified later.

2. The following conduct will be prohibited:

- a. Leaving the view of the webcam outside of scheduled breaks.
- b. Any attempt to bypass or avoid the remote proctoring mechanisms and protocols, or to obtain or receive assistance on the exam.
- c. Individuals (other than the applicant) coming into the exam room.
- d. Having cell phones or other electronic devices, including a tablet or additional computers in the exam room or connected remotely to any other devices or equipment in the exam room.
- e. Having notes, study aids, or other papers or exam resources in the exam room, including scratch paper (digital scratch paper will be provided).
- f. Having digital timers, watches or clocks in the exam room (the exam software allows applicants to set timed reminders).
- g. Having books of any kind within view or reach of the applicant's desk in the exam room.
- h. Having food or beverages, including but not limited to coffee and water, in the exam room.
- i. Having in the exam room any item(s) other than the allowed items listed in the Admittance Ticket Bulletin.
- j. Having any radios, stereos or other devices/equipment that can make audible sounds in the exam room. Any such items must be turned off at all times during the exam and scheduled breaks.

3. If items other than those allowed are detected during the examination, you will be flagged by the system and a corresponding sanction will be issued.

4. You are not allowed to make notes from memory prior to the start of the examination session. Laptop users may not access any notes or other documents at any point during the examination. Physical scratch paper is not allowed at any time. Digital scratch paper will be available in the Exemplify program (in the TookKit you will find "Notes" and this is your digital scratch paper).

5. The examination is electronically timed, and applicants can set a timer in the system. Applicants are encouraged to keep track of their own time.

6. Please note that extra time is not granted to any individual applicant for any reason. If you attempt to continue completing the exam after the session has ended, you will receive a Chapter 6 Notice.

7. You should use the restroom before starting each session of the exam. You will not be permitted to use the restroom or leave your seat during the examination session.

8. If you leave the examination area during the examination session, you will be issued a Chapter 6 notice.

## **EXAMINATION ATTENDANCE POLICY**

If you do not attend or are unable to complete a required, scheduled examination session, you will not be permitted to attend any of the remaining examination sessions. For instance, if you are absent for or unable to complete any of the Tuesday morning sessions, you will not be allowed to take either of the Tuesday afternoon sessions of the examination. If you are absent for or unable to complete any portion of the examination, you will be considered as having not taken the examination and your written answers will not be graded. If you intend to take a future administration of the examination, you will be subject to the same application filing deadlines applicable to first-time applicants rather than the deadlines applicable to immediate repeaters, if any. This policy does not in any way affect the statutory requirement within which the applicant must pass the First-Year Law Students' Examination in order to receive credit for all law studies completed to the time the examination is passed. Applicants must make a good faith attempt to complete each session of the examination for which they are present. Failure to do so may lead to receipt of a Chapter 6 Notice and being prohibited from attending the remaining examination sessions.

## **LATE LOGIN TO THE SYSTEM**

Applicants testing remotely and logging in after the latest start time for any session will not be permitted to begin the exam session that has started and will be locked out of the question in progress. Any answers to questions in subsequent exam sessions will not be graded or scored.

## **ADDRESS CHANGE**

Applicants whose addresses change after filing their applications are encouraged to notify the Office of Admissions of a change of address as soon as possible. Applicants are able to update their admissions file with the new address by accessing their account through the Applicant Portal.

## **ADMITTANCE TICKETS**

Applicants will receive an email alerting them when admittance tickets are ready to be printed. The admittance ticket can be located in the examination case record through the Applicant Portal at: <https://admissions.calbar.ca.gov>.

## **FURTHER COMMUNICATION**

For particular questions regarding your status or the other requirements for admission, you should contact the State Bar's Office of Admissions by sending an email directly from your Applicant Portal. If you need to contact the office by telephone, however, the following numbers are provided:

Los Angeles

San Francisco

(213) 765-1500

(415) 538-1700

## **RESULTS**

Results from the October 2021 administration of the First-Year Law Students' Examination are scheduled to be released to applicants on December 10, 2021. The contact information on file will be used to communicate your examination results.