



## FEBRUARY 2024 BAR EXAM ADMITTANCE TICKET BULLETIN

Applicants taking the California Bar Examination should carefully read this bulletin prior to the first day of the exam, as it contains important information that you will need to know.

### Schedule of the examination

The February 2024 bar exam will be administered in person. **The General Bar Examination will be administered on Tuesday and Wednesday, February 27 and 28, 2024. The Attorneys' Examination will be administered on Tuesday, February 27, 2024.** Each day, there will be a morning and an afternoon session. Applicants using laptop computers must be seated no later than 8:20 a.m. All applicants must be seated no later than 8:30 a.m. The examination will begin immediately following the instructions. You should plan to arrive at least 30 minutes early to check in and locate your assigned section or room. Arriving late to the test center will not alter the start time of your exam.

The doors for the afternoon session will open at approximately at 1:30 p.m.; instructions will begin 15 minutes before the scheduled start time of 2:00 p.m. An announcement will be made at the end of the morning session advising you when you are expected to report for the afternoon session. The examination is scheduled to conclude on Tuesday at approximately 5:30 p.m. and on Wednesday at approximately 5:00 p.m. Applicants granted extended time may have different schedules, which are communicated to them individually in advance of the examination.

### Description of the examination

The California Bar Examination is comprised of the General Bar Exam and the Attorneys' Exam. The General Bar Exam consists of three parts: five essay questions, the Multistate Bar Exam (MBE), and one Performance Test (PT). California does not accept the transfer of MBE scores from other jurisdictions.

On Tuesday, applicants will have three hours during the morning session to answer three essay questions; during the afternoon session, applicants will have three hours and 30 minutes to answer two essay questions and one PT. Each essay question is designed to be answered in one hour and the PT is designed to be completed in 90 minutes. The MBE will be administered on Wednesday.

On the written section of the exam, applicants are initially graded on a basis of 700 maximum possible raw points. An applicant can earn up to 100 raw points on each of the five essay questions and up to 200 raw points on the PT. The scores obtained on the written section of the exam are then translated to the 2000-point MBE scale. An applicant's total score is the scaled MBE score multiplied by .50 plus the converted score on the written section multiplied by .50. Scaling ensures the two portions of the exam carry the relative weights assigned to them: written (50 percent) and MBE (50 percent). The passing score on the exam is 1390.

The Attorneys' Exam consists of the five essay questions and the PT from the General Bar Exam. An applicant can earn up to 100 raw points on each essay question and up to 200 raw points on the PT. The same methodology as described above will be used to convert the written scores to a 2000-point scale. The total scale score for the Attorneys' Exam is based on the written portion. The passing score is 1390.

The Committee of Bar Examiners (CBE) judges the validity of the exam and, at its discretion, may determine that the result of any test, any part of any test, or any individual's score is not valid. Should the CBE 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, at its discretion the CBE may decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the CBE.

If you are an attorney who has been approved to take the Attorneys' Examination (1-day exam), the words "1-Day Exam" should be printed on your admittance ticket. If those words are not printed on your admittance ticket, you are scheduled to take the 2-day General Bar Examination. Requests to change from the 1-day Attorneys' Examination to the 2-day General Bar Examination, or vice versa, cannot be honored after the final filing deadline for applications. Requests for changes received after that date will not be processed; applicants must pass the exam selected and approved by the Office of Admissions.

For attorney applicants with disabilities who have been granted accommodations that include an extended day schedule, the number of testing days will be specified in their Testing Accommodations Notice. Please review that schedule carefully.

### **Examination administration rules and policies**

Failure to follow oral and written instructions while the examination is in session will result in notice to the State Bar of California 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 safety or disrupts the administration of the examination, which includes, but is not limited to, bringing unauthorized items into the examination room (such as cell phones, notes, etc.), writing or typing after time been called, looking at another applicant's papers, talking while the examination is in session, and being abusive to other applicants, staff, proctors, and/or other examination personnel, will result in notice to the State Bar of a violation of examination rules or, in some cases, dismissal from the examination test center. Applicants are expected to maintain a professional attitude toward other applicants, staff, proctors, and other examination personnel at all times. Behavior that is disruptive

will be reported to the State Bar for whatever action it deems appropriate.

Applicants may not wear hats, caps, hoods, or any other type of headwear during the exam unless the headwear is for religious purposes. Religious headwear (i.e., hijabs, yarmulkes, etc.) may be subject to inspection, if such inspection is required in order to verify the identity of the applicant or if there is suspected cheating.

**Only the following items are allowed in the exam areas without prior approval. All items are subject to inspection at the test centers:**

1. Government-issued ID
2. Admittance ticket with no writing on it
3. Silent analog watches
4. OTC and prescription medication (prescription medication must be in original bottle otherwise no containers with a label or writing)
5. Unwrapped cough drops/lozenges
6. Chapstick and lip balm (no labels or writing on it)
7. One bottle of water (It must be a clear in a plastic container with no labels or writing and a lid no larger than 32 ounces)
8. Cash (must not have extraneous writing on it)
9. Credit/debit cards that might be needed for the lunch breaks
10. Keys
11. Face masks without valves (with no patterns or extraneous writing on them)
12. Protective gloves (latex or rubber only)
13. Nondigital pens (standard blue or black ink), nonmechanical pencils, separate erasers without markings, pen-style highlighters (must not be used on answers), rulers and paper clips
14. Manual pencil sharpener (must be clear and have attachable container to catch shavings)
15. Nondigital timers and nondigital clocks measuring 4"x 4" or smaller.
16. Eyeglasses (no cases or sunglasses)
17. Religious headwear
18. Foam earplugs (cannot be silicon, wax, or wireless and must not be connected to any mechanism or device)
19. Menstrual products
20. Inhalers
21. Diabetes-related items and equipment (does not include food or drinks)
22. Eyedrops no larger than 5 oz (no labels or writing on it)
23. One back support (without a cover)
24. One orthopedic cushion (without a cover)
25. One standard-size pillow (without a case)
26. One bookstand
27. One footrest
28. Splints, braces, casts, crutches, wheelchair
29. Hearing aids
30. TENS units
31. Disability-related items that have been approved through the testing accommodations

petition process

32. Separate keyboard, mouse (wired or wireless), laptop riser/stand no higher than four inches and a solid color mouse pad with no writing on it.

Applicants who will be handwriting their exam answers, or who are required to handwrite in the event of a laptop/software malfunction, must bring their own standard blue or black ink ballpoint pens. Applicants must also bring their own pencils for the MBE portion of the exam (several sharpened pencils are recommended). **Mechanical pencils are not permitted.**

**During the MBE sessions, the items listed above are allowed in the exam room, except pens, rulers, paperclips, highlighters, back supports, orthopedic cushions, pillows, bookstands or footrests, and laptops or laptop accessories. If you need any of these items due to a disability, you must request them through the timely filing of a Testing Accommodations request.**

Please note that applicants **cannot** bring wallets, tissues, gum, candy, or other food or drinks (with the exception of the allowed single 32 ounce bottle) in the exam room. Tissues will be available nearby at the test centers.

If unauthorized items are brought into the exam room, either intentionally or inadvertently, they will be confiscated or noted, and the applicant will receive a Chapter 6 Notice and possibly additional sanctions imposed by the State Bar or the CBE. In accordance with the CBE's policies, applicants will receive a score of zero for any session during which they are found to have brought an unauthorized electronic device, such as a cell phone, digital watch or timer, or activity tracker device (e.g., Fitbit) into the exam room, as well as any additional sanctions the State Bar or the CBE may impose.

### **Test center environment**

While every effort will be made to keep the environment of the test center comfortable and quiet, there are times when events, conditions, or actions of third parties occur that are beyond the control of the State Bar or the CBE. For instance, the temperature of the test center may fluctuate due to the weather or the test center's cooling/heating equipment; applicants should be prepared for either warm or cold temperatures. Efforts will be made to keep the test center quiet, but there may be forces outside the control of the State Bar or the CBE that prevent such an environment from being guaranteed. You should come prepared to accommodate noises, such as those made by other applicants taking the exam, proctors carrying out their duties, people entering/exiting the exam room, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Earplugs of the type specified above are strongly recommended.

### **General instructions**

1. Your admittance ticket contains your applicant number, your file number, and your NCBE number. **Do not write anything on the ticket.** You will be required to show your ticket to the proctor when you enter the test center. You must keep it in your possession throughout the exam.
2. If items other than those allowed are brought to the test center, you will be required to

leave them at your own risk outside of the exam area. The State Bar, CBE, Office of Admissions staff, and proctors assume no responsibility for the safekeeping of items that you bring to the test center. You are not permitted access to those items while the exam is in session.

3. You should bring any small permitted personal items (e.g., medication, foam earplugs, pens, etc.) into the exam area in a small, clear plastic bag. Larger items, such as pillows, do not need to fit into the clear plastic bag that holds your smaller items.
4. Signs will be posted on each table showing seating assignments by applicant numbers. The number can be found on your admittance ticket. You must occupy the same seating space throughout the examination.
5. Upon arrival at your seat, you will be provided with a badge that will be your identification credential during the exam administration, which you may be required to show at any time. The badge must be fastened so it can be easily seen by the proctors. You will be told to relocate the badge if it is not placed appropriately. The badge must be left at your seat during the lunch break and at the conclusion of testing each day.
6. At some time during exam administration, you may be required to provide your fingerprints. If you refuse to provide the required fingerprints, you will be issued a Chapter 6 Notice.
7. During the exam, you will be required to show a valid government-issued photo ID (e.g., driver's license, California Identification Card, or passport) for the purpose of identity verification. You must carry this photo ID card at all times during the exam.
8. If you are handwriting your answers, at the beginning of each written (essays and PT) session of the examination, you will be instructed to write your applicant number, name, and signature in the upper right-hand section of each of your answer booklets. Do not write notes, outlines, answers, time schedules or make any marks on the inside or outside of your answer booklets. The book covers are used for administrative purposes only. Your personal information will not be provided to any graders. Applicant answers are identified by a code number **only**; nothing about an individual applicant is known to the graders.
9. If you are handwriting or require completing the exam in writing in the event that your laptop crashes, you will be instructed when to write your name, applicant number, test center code, and to check off the session on the scratch paper envelope. Book covers will no longer be used for applicants using a laptop.
10. You are not allowed to make notes from memory prior to the start of the examination session. If you are using your laptop, you may not access any notes or other documents on your computer after you have entered the secure examining area. Scratch paper will be distributed for each written session of the examination. Scratch paper is not permitted during the MBE portion of the examination. **You must not make notes or write anything on your admittance ticket. If writing is found on your admittance ticket, the ticket will be confiscated, and you will be issued a Chapter 6 Notice.**
11. If you are handwriting your answers, there is a separate answer book for each written question, and you must be certain that the answer to Question No. 1 is written in the book for Question No. 1, etc. Answers written in a wrong answer book or typed in the wrong answer window while using Exemplify, or more than one answer typed in the text box screen while using Exemplify, require special handling and could delay the grading

- of an applicant's answer. If this occurs, notify your proctor at the conclusion of the session.
12. If you need additional scratch paper or lined paper to write your answers during the examination, raise your hand and a proctor will provide you with what you need. Nothing written on scratch paper will be graded.
  13. If you are handwriting, you should do so as legibly as possible. A ballpoint pen with standard blue or black ink must be used to write your answers. Answers to the essay and PT questions written in pencil are not acceptable. Only nonmechanical, soft lead #2 pencils may be used for the MBE portion of the exam. Neither highlighters nor white-out may be used on your answers to the essay and PT questions.
  14. All answers to the MBE portion of the exam must be marked on the Scantron answer sheets provided. If you have circled or otherwise marked your answers in the question booklet, extra time to transfer answers to the answer sheet will not be granted. Only answers properly marked on the answer sheets will be scored.
  15. Exam questions and used scratch paper may not be taken out of the exam room. After completing each session of the exam, all exam questions and used scratch paper must be placed in the envelope designated for that purpose.
  16. If you handwrite your exam answers or any part thereof, it is your responsibility to turn in your written exam answers to the proctors. If you have an answer that is partially handwritten because you were unable to complete your answer using your laptop, you must ensure that you complete and submit the form provided by the proctor, which will alert the Grading Department that you have an answer partially handwritten and partially uploaded. You cannot leave the test center with any exam materials, including your answers.
  17. The exam is electronically timed, and the official time is kept by the announcer. However, you are allowed to keep track of your own time since wall clocks are not provided. During the instructions at the beginning of each session, you will be advised of the courtesy time warnings that will be given. Any failure on the part of the announcer to give the planned courtesy warnings will not affect the outcome of the exam or the grading process, and no extra time or other consideration will be granted.
  18. Timing devices (i.e., watches and clocks) that are allowed to be brought into the exam test centers are to be used solely for the determination of the passage of time. They cannot have a digital display, must be silent, and cannot be larger than 4"x 4." Timing devices that are digital, programmable, and/or make noise are not permitted. If found, they will be confiscated, and the applicant will receive a Chapter 6 Notice.
  19. Writing and typing of answers must be completed when time is called. Please note that extra time is not granted to any individual applicant for any reason. If you attempt to write anything after time has been called, you will receive a Chapter 6 Notice.
  20. Restrooms will be available at each test center. You should use the facilities before taking your seat so that you do not miss the instructions prior to the start of each session. Extra time to use the restroom will not be granted. You will not be permitted to use the restroom or leave your seat during the last several minutes of the exam session (5 minutes for the Essay/PT sessions or 15 minutes for the MBE session). After time is called, you will **not** be permitted to use the restroom or leave your seat until all materials are collected and inventoried. If you fail to remain seated after being advised

to do so or while the exam materials are being collected and inventoried, you will receive a Chapter 6 Notice.

21. Examinees will be allowed to bring one bottle of water into the testing center. It must be a clear, plastic container with a lid no larger than 32 ounces. It must have no labels or writing. Water will be available at all testing locations.
22. If you are leaving your seat for any reason, you should be considerate of others who are taking the exam. The scraping of chairs, heavy footsteps, or conversation just outside the exam area can disturb others.
23. If you leave the secure exam area during the exam session, you will not be permitted to return for the purpose of completing your exam answers.
24. At laptop computer test centers, laptop computers may not be disconnected from electrical outlets or removed from the exam room while the exam is in session, even if you have completed the exam for that session. You must wait until the exam session has concluded and applicants are dismissed before retrieving your computer.
25. The proctors' primary function is to administer and monitor the exam. Proctors are not able to assist with technical issues.
26. If there is an emergency of any kind, you should remain seated and wait for instructions on how to proceed.

### **No smoking**

**Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinances.** Regardless of whether smoking is prohibited, any applicant who exits the secure exam area in order to smoke while the exam is in progress will not be allowed to re-enter to complete the exam.

### **Laptop computer users**

After you have been notified that your admittance ticket is available, you are eligible to have your laptop registered for use during the exam. You must download and install the required security software (Examplify) onto your laptop, and you must complete the registration process by February 23, 2024, with the completion of one mandatory mock exam. Complete the following steps to make sure your laptop is ready for exam day:

1. Download the required security software (Examplify) onto your computer and register with ExamSoft.
2. Take the one required mock exam and upload the answer files by February 23, 2024. The two actual exam files will be downloaded automatically.

**Confirmation:** After you have downloaded the exam files, you will be advised by email from ExamSoft that you have done so. Those confirmation emails are the only certification that your laptop is ready for the exam. You may also check your status and view your download/upload history online by launching Examplify from your laptop and confirming you have the downloads. Log in using the Exam Takers box, click the Exam History button to review your record, and confirm that you have downloaded the exam and mock exam files and have uploaded the mock exam answer files. It is the responsibility of applicants using laptops to timely upload their exam files containing their answers to the five essay questions and one Performance Test. Applicants who fail

to upload their answer files by the published deadline will have a deduction of 10 scaled points taken from their scaled score. Applicants who fail to upload their answer files within two weeks of the published deadline will be given a grade of zero for each answer that is not received by the State Bar Office of Admissions by the published deadline. 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 file.

### **Exam attendance policy**

If you are absent for any portion of the exam, you will be considered as having not taken the exam, and your exam answers will not be graded. For instance, if you are absent for the Tuesday morning session, you will not be allowed to take any remaining sessions of the exam. If you intend to take a future administration of the exam, 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. Applicants must make a good faith attempt to complete each session of the exam for which they are present. Failure to do so may lead to receipt of a Chapter 6 Notice and being prohibited from attending any remaining exam sessions.

### **Late arrival to test center**

Applicants arriving at the test center after one hour of testing time has elapsed will not be permitted to enter the test center for any portion of the exam.

### **Address change**

Applicants 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](#).

### **Moral Character**

The Admissions Rules require a positive moral character determination before the CBE may recommend that an applicant be admitted to practice law. The process is initiated by submitting an Application for Determination of Moral Character in the [Applicant Portal](#). The processing of these applications generally takes a minimum of 180 days and sometimes longer to complete. If you have not already submitted a moral character application, you should do so as soon as possible.

### **Admittance ticket**

Applicants will receive an email alerting them when admittance tickets are ready to be printed. The admittance ticket can be located in the exam case record through the [Applicant Portal](#).

### **Further communication**

For questions 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 phone, please use one of the following numbers:



**Los Angeles**

845 South Figueroa Street  
Los Angeles, CA, 90017  
213-765-1500

**San Francisco**

180 Howard Street  
San Francisco, CA 94105  
415-538-2300

**California Bar Exam results**

Results from the February 2024 administration of the California Bar Exam will be available to applicants through their Applicant Portal on May 3, 2024, at 6:00 p.m. Communication regarding exam results will be sent to the applicant's contact information on file. Please note that applicants will not be able to change their contact information the week before the exam results are released.

You may also determine whether your name appears on the public pass list, which will be posted on the State Bar website on May 5, 2024

