## Board of Law Examiners

Appointed by the Supreme Court of Texas

# Texas Bar Exam General Instructions – July 2021

Daily T	esting Schedule	2		
Texas <b>H</b>	Bar Exam Security Policy	2		
1.	Safety Procedures	2		
2.	Secure Area			
3.	Required Items	3		
4.	Permitted Items	3		
5.	Courtesy Arrangem'ts for Health-Rel'd Conditions.			
6.	Provided Items			
7.	Prohibited Items			
8.	Empty Pockets			
9.	Communications			
10.				
11.	1 1			
	Pledge			
Disrupt	ive Behavior	6		
Exam I	Day Procedures	7		
1.	Examinee Number	7		
2.	Seating			
3.	Leaving Your Assigned Seat			
4.	10-minute Warning	7		
5.	Marking in Question Books			
6.	Scratch Paper			
7.	Exam Material Security			
8.	Withdrawing from the Bar Exam			
9.	Starting, But Not Completing, the Bar Exam			
	General Advisory			
Day 1, 1	Morning Session: MPT 1 and MPT 2			
1.	If you use a laptop for the MPT	9		
2.	If you handwrite the MPT			
Day 1, <i>A</i>	Afternoon Session: MEE Essays 1-6	9		
1.	If you use a laptop for the Essays1			
2.	If you handwrite the Essays1	0		
Day 2, 1	Morning Session: MBE 1-1001	0		
Day 2, 4	Afternoon Session: MBE 101-2001	1		
Results		1		
New Lawyers' Induction Ceremony11				
Additional Licensing Requirements12				
The Examination Review Process				
	and Weighting1			
For More Information				

#### **Daily Testing Schedule**

Standard Daily Schedule	Tuesday	Wednesday
Morning Session	MPT 1, MPT 2	MBE 1-100
Instructions begin at 8:30 a.m.	3 hrs. of testing	3 hrs. of testing
Lunch Break (Approximate)	12:00-1:30	12:00 - 1:30
Afternoon Session	MEE 1-6	MBE 101-200
Instructions begin at 1:30 p.m.	3 hrs. of testing	3 hrs. of testing

No additional time will be granted to anyone arriving late. No exceptions will be made under any circumstances.

Examinees with testing accommodations should consult their individual Bar Exam Time Charts.

## Texas Bar Exam Security Policy

### 1. Safety Procedures New!

We plan to administer the July 2021 Texas Bar Exam in-person. We will continue to monitor the COVID-19 pandemic. We will notify applicants of any changes to the exam administration.

We are working to develop safety protocols for the exam. We will notify examinees of these protocols in writing, and examinees must accept and follow the protocols.

At a **minimum**, the protocols will include:

- Everyone in the exam room must wear a mask. This includes examinees, proctors, and BLE staff. Masks must be worn covering the mouth and nose at all times in the exam room and at the exam site, except while eating or drinking.
- We will perform temperature checks, and no one with a temperature of 99.7 or higher will be allowed into the exam site. (If you register a temperature of 99.7 or higher, you can sit quietly in a designated spot indoors for a few minutes, and we will take your temperature a second time.)
- Examinees will be seated one to a table, rather than two to a table, and examinees will be seated at least 6 feet apart.

• Restroom occupancy will be limited.

The protocols will reduce the risks, but **we cannot eliminate the risks**. An applicant with an underlying health condition should consult their physician to assess their individual risk of infection, before committing to take the exam.

If you would prefer not to take the exam, please let us know **by June 1** so that we can arrange to apply your fees to a future application.

## 2. Secure Area

Each exam site has a designated Secure Area. Restrooms and water fountains are located within the Secure Area. If you leave the Secure Area during a testing session, you cannot re-enter it during that testing session, and you may be disqualified from the entire exam. Do not leave the Secure Area during any testing session to use alternate restrooms, smoke, eat, drink, or for any other reason.

## 3. Required Items

You *must* present the following items in order to enter the Secure Area:

- ✓ Admission Ticket
- Valid, unexpired government-issued photo identification, such as a driver's license or a passport.

## 4. Permitted Items

In addition to the Required Items listed above, you are permitted to bring the following items into the Secure Area:

#### *New!* ✓ 2 clear bottles of water with resealable lids, with labels removed

- ✓ Pencils, erasers
- ✓ Keys, key cards
- ✓ Cash, credit cards
- ✓ Sweater or jacket
- Prescription medicine, in its original packaging
- Prescription eyeglasses (no cases, no cleaning cloths, no dark lenses)
- ✓ Contact lenses, in individual containers (no boxes)

- ✓ Individually-wrapped feminine hygiene products, which may be stored in an opaque box <u>New!</u>
- ✓ Items pre-authorized in a written Courtesy Arrangement for Health-Related Condition (see item 5, below)
- One clear plastic bag to hold Permitted Items
- Pens, highlighters (Tuesday only. Often Not allowed on Wednesday.) Overlooked!
- Authorized laptop, extension cord, external mouse, external keyboard, cooling stand (Tuesday only.)

## 5. Courtesy Arrangements for Health-Related Conditions

If you need to bring items in the Secure Area that are not listed above as Required or Permitted, such as medical supplies or lactation pumps, or if you need any special courtesy arrangements to address health-related conditions, please contact your Licensure Analyst as soon as possible for instructions on how to request courtesy arrangements. **We may not be able to consider requests received after July 1.** (*Note: This paragraph does not apply to testing accommodations based upon a disability, which are governed by the procedures, timelines, and requirements of Rule 12.*)

## 6. Provided Items

We will provide the following at each test site:

- Clocks/countdown timers
- Foam ear plugs
- Tissue
- Cough drops

## 7. Prohibited Items

Anything not listed above as a Required Item, Permitted Item, or Provided Item is Prohibited in the Secure Area. Cell phones are Prohibited.

Examples of **Prohibited Items** include:

- ✗ Study materials
- Cell phones, smart watches, fitness trackers, and any other electronic device
- ★ Watches of any type, timers, clocks
- × Mechanical pencils
- × Pencil sharpeners
- ✗ Pens and highlighters on Wednesday (MBE day)
- ✗ Food and non-clear beverages (including coffee, candy, gum, mints, cough drops)
- × Cameras, scanners, recorders

- Hats, scarves, headgear (except religious items)
- ✗ Backpacks, purses, tote bags
- Headphones, ear plugs, or any sound suppression device (other than foam ear plugs provided by us)
- ➤ Billfolds, wallets, cardholders
- × Calculators
- × Smoking materials
- ★ Weapons and guns—even if you have a license to carry a concealed handgun
- ★ Anything not listed as a Required Item or a Permitted Item

If you bring a cell phone or any other Prohibited Item into the Secure Area, we may immediately disqualify you from the exam. We may confiscate Prohibited Items from you and retain them as necessary for inspection.

We will report violations to the Board, who could nullify your exam results, conduct a hearing into your character and fitness, and/or take other actions.

### 8. Empty Pockets

Any pockets in your clothing must be empty. Place all Permitted Items in a clear plastic bag.

#### 9. Communications

You cannot communicate with anyone other than a proctor or Board personnel during any testing session. This prohibition includes even casual comments to other examinees in the restroom or other parts of the Secure Area during a testing session. Do not bring cell phones or communication devices of any kind to the Secure Area.

#### 10. When Time is Called

At the end of each session, we will announce STOP.

When we say STOP, you must **immediately** stop writing, typing, bubbling, or otherwise working on the exam.

Writing, typing, bubbling, or otherwise working on the exam for any amount of time after we announce STOP is a serious violation of the Honor Pledge. We will report the incident to the Board, who could nullify your exam results, conduct a hearing into your character and fitness, and/or take other actions.

All handwritten answers for all testing sessions must be turned in before or at the end of each session. Once you have turned in your exam, you may not retrieve it for any reason.

No overtime is allowed.

Laptop examinees must upload their answers by the stated deadline.

If you violate any instruction related to exam security, we may nullify your exam score.

## 11. Laptops

If you have properly applied to use, and have properly registered, your laptop, you will use it on Tuesday. Instructions for launching Exam360 will be distributed to you on Tuesday at the exam site. You must read and follow these instructions.

On Tuesday, you must leave your laptop at your seat in the exam room during the lunch break. Staff and security will be present in the exam room during the break to monitor laptops and other belongings.

Once you open your laptop in the Secure Area, you must launch Exam360 immediately—you cannot use your laptop to read notes, check e-mail, or browse the internet. Once in the Secure Area, accessing anything on your laptop other than Exam360 is a violation of the Honor Pledge.

For information on using your laptop for the Bar Exam, see <u>Bar Exam/Laptop</u> <u>Information</u> on our webpage.

## Honor Pledge

At the end of each testing session of each exam session, you will be given time to write the Honor Pledge in your usual handwriting, affirming that you have not violated the Security Policy (Items 1-11, above), cheated, or otherwise compromised the integrity of the Bar Exam, and that if you observed anyone else doing so, you have fulfilled your ethical duty to report your observations to a proctor or other Board staff at the exam site. If you cannot honestly write the pledge on any given day, you must contact a proctor.

The Honor Pledge:

I have abided by the Texas Bar Exam Security Policy. If I am aware of anyone having violated the Security Polity, I have already reported this to the Board of Law Examiners staff.

### **Disruptive Behavior**

Disruptive behavior in any form will not be tolerated. The site administrator has sole discretion in determining what constitutes disruptive behavior and is authorized to dismiss from the Secure Area any examinee who creates a disturbance. An examinee who is dismissed for disruptive behavior might not be allowed to return, which could result in the examinee's exam not being graded.

#### **Exam Day Procedures**

#### 1. Examinee Number

Your randomly assigned 5-digit examinee number is printed on your Admission Ticket. The Bar Exam is processed and scored entirely by examinee numbers.

### 2. Seating

You must sit in the seat marked with your examinee number. Do not change your seat without permission from a proctor or other Board staff.

### 3. Leaving Your Assigned Seat

You cannot leave your assigned seat during the first 10 minutes or the last 10 *New!* minutes of any testing session (except as permitted by Board staff in response to an emergency).

If you leave your assigned seat during an allowable period of a testing session, follow this procedure:

- Take your printed test materials (all question books, answer books, and/or grids), your Admission Ticket, and your photo ID to your designated proctor table at the front of your section.
- Place your test materials *face down* on the proctor table. Place your Admission Ticket on top of your test materials.
- Take your photo ID with you.
- When you return, show your photo ID to the proctor, who will confirm your identify and return your test materials and Admission Ticket to you.

## 4. 10-minute Warning New!

The Board will announce when **10 minutes** remain in each session. If you are still in the Secure Area, you will be required to stay in your seat for the remainder of the session, and until you are dismissed.

### 5. Marking in Question Books

You may underline, mark, diagram, write, and make notes on all question books, but such markings will not be graded.

### 6. Scratch Paper

You cannot bring your own scratch paper for any testing session.

### 7. Exam Material Security

Before we dismiss examinees from a testing session, we must account for all test materials, including question books. Therefore, if you are present when time is called at the end a testing session, you must remain quietly in your seat until we account for the test materials. Please consider this as you make plans for meeting any responsibilities you may have at the end of these testing sessions.

#### 8. Withdrawing from the Bar Exam

If you decide not to take this Bar Exam, then send a message to your licensure analyst through your ATLAS home page. Fees are **not** refunded and are **not** transferred to a future exam. If you want to take a future exam, you must submit a re-application and fees by the applicable deadline in Rule 9(a). (You would **not** be eligible for the special re-application deadline set out in Rule 9(f).)

#### 9. Starting, But Not Completing, the Bar Exam

You may take the Bar Exam a maximum of 5 times. If you sit for any part of an exam, it will count as one of your 5 attempts. However, unless you make a bona fide effort to complete each section of the exam, we will not grade any part of the exam, and if you want to take a future exam, you must submit a re-application and fees by the applicable deadline in Rule 9(a). (You would **not** be eligible for the special re-application deadline set out in Rule 9(f).)

### 10. General Advisory

The Board of Law Examiners will do its best to provide appropriate testing conditions. Dress in layers to adjust to the temperature in the exam room. Be prepared to be flexible.

#### Day 1, Morning Session: MPT 1 and MPT 2

The Multistate Performance Test (MPT) tests fundamental lawyering skills in a realistic situation. The MPT presents two tasks to be completed in one 3-hour session that a beginning lawyer should be able to accomplish. Each task is assessed on a 6-point scale, where a 6 is the highest possible score and 0 is the lowest possible score. For more information: <u>NCBE website</u>.

The MPT 1 and MPT 2 are both administered together in a single 3-hour testing session. It is up to you to decide how to divide your time between the two MPTs.

We will not provide scratch paper, and you cannot bring your own. You may write in the question book. *New!* 

## 1. If you use a laptop for the MPT

- You will receive written instructions to open the appropriate answer file in Exam360. (Do **not** write anything on these instructions.)
- You will receive 2 question books, one for MPT 1 and another for MPT 2. The contents of these question books will *not* appear in any Exam360 screen.
- You will type your response to MPT 1 into the appropriate Exam360 screen. There are no character limits for this response.
- You will type your response to MPT 2 into the appropriate Exam360 screen. There are no character limits for this response.

## 2. If you handwrite the MPT

- You will receive a question book and an answer book for MPT 1, and another question book and answer book for MPT 2.
- Begin each answer on the first lined page of the appropriate answer book and continue on each lined page. Use both sides. Do not skip lines. Do not write in the margins—anything in the margins will not be scanned and thus will not be read or graded.
- Write your answers in **black ink only**. Do not use pencil, erasable pens, blue ink, or fine point pens—these do not scan well.
- Each answer book has ample room for you to write a complete and thorough answer. However, if you use all the pages and need more answer space, you may ask a proctor for assistance.

## Day 1, Afternoon Session: MEE Essays 1-6

The Multistate Essay Examination (MEE, or Essays) presents 6 essay questions to be answered in one 3-hour session. Each essay question is assessed on a 6-point scale, where a 6 is the highest possible score and 0 is the lowest possible score. For more information: <u>NCBE website</u>.

You may write in the question book. You cannot bring scratch paper, and we will not provide any scratch paper.

### 1. If you use a laptop for the Essays

- You will receive written instructions and a password to open the appropriate answer file in Exam360. (Do **not** write anything on these instructions.)
- You will receive 1 question book containing 6 essay questions. The essay questions will be numbered. The essay questions will **not** appear in any Exam360 screen.
- Be sure to answer each question in the correct Exam360 screen.
- There is no character limit for your answers.

## 2. If you handwrite the Essays

- You will receive 1 question book containing 6 essay questions. The essay questions will be numbered.
- You will receive 1 answer book with 6 sections. The sections will be numbered.
- Write your answer to Question 1 in the section of the answer book that is labeled Question 1, and write your answer to Question 2 in the section labeled Question 2, and so on.
- Write your answer in **black ink only**. Do not use pencil, erasable pens, blue ink, or fine-point pens—these do not scan well.
- Begin your answer on the first lined page of the appropriate section. Use both sides. Do not skip lines. Do not write in the margins.
- We have provided enough pages in each section for you to write a complete and thorough answer. If you use all of the pages in a section and need more space for that section, ask for assistance.

## Day 2, Morning Session: MBE 1-100

- The Multistate Bar Examination (MBE) consists of 200 multiple-choice questions, divided equally into two 3-hour testing sessions with a lunch break between sessions. The MBE covers the following subjects: Civil Procedure, Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Real Property, and Torts. All subjects are covered in both the morning and the afternoon sessions. For more information: <u>NCBE website</u>.
- The MBE is machine-graded and must be taken with a No. 2 pencil or an equivalent.

- Bring enough pencils to allow for dulling and breakage. Do **not** bring a pencil sharpener. Do **not** bring pens or highlighters. *Often Overlooked!*
- You must enter your answers on the answer grid before time is called. Answers circled in the question book will **not** be graded.
- We must account for all MBE materials before examinees are dismissed. Therefore, if you are present when time is called at the end of each of the MBE testing sessions, you must remain quietly in your seat until we collect and account for all testing materials. Consider this as you make plans for meeting any responsibilities you may have at the end of Wednesday's testing sessions.

#### Day 2, Afternoon Session: MBE 101-200

The procedure for the afternoon session is the same as the procedure for the morning session.

#### Results

We plan to release results of the July 2021 exam in mid-October. New!

Please do not contact the Board's office to ask if results will be released before this time.

We will deliver results of the Bar Exam as follows:

- **Through ATLAS**. We will deliver your results to your ATLAS account and email you a notification when the results are delivered. It is important to <u>keep</u> <u>your e-mail address updated</u> in ATLAS.
- On our website. We will post a list of the names and examinee numbers of successful examinees on the Board's website, <u>www.ble.texas.gov</u>. Keep your examinee number, especially if you have a common name, so you can refer to it when reviewing the pass list.
- By first class mail. Upon request, we will mail your results to you.

#### New Lawyers' Induction Ceremony

The State Bar of Texas plans to hold a New Lawyers' Induction Ceremony shortly after results are released. More information will be provided with result letters.

#### Additional Licensing Requirements

You cannot be admitted to the Bar of Texas unless and until you satisfy all requirements set out in Rule 2 of the Rules Governing Admission to the Bar of Texas. In addition to passing the Bar Exam, requirements for licensing also include:

- Completing the <u>Texas Law Course</u> Often Overlooked!
- Satisfying <u>Rule 2(a)(5)</u>
- Scoring 85 or higher on the Multistate Professional Responsibility Examination
- Paying <u>fees and assessments</u> required by Article III, Sec. 2(A) of the State Bar Rules
- Enrolling in the State Bar of Texas
- Taking the <u>oath</u> required by Government Code §82.037.

If you do not satisfy *all* licensing and admission requirements within 2 years of the date we notify you of your passing Bar Exam score, the score will be void. Rule 2(b).

#### The Examination Review Process

Rule 11 of the Rules Governing Admission to the Bar of Texas provides two alternative methods to review your performance on parts of the Bar Exam: formal reviews and informal reviews. Reviews are not appeals or re-grades, and will not result in a change to your Bar Exam score.

**Formal Reviews.** Rule 11(g) provides for a one-time formal review, which is an individual, oral review of your performance on the Bar Exam (excluding the MBE). You are entitled to a formal review if you have failed the Texas Bar Exam more than once and have not previously had a formal review. Regardless of the number of Bar Exams taken, you are entitled to only **one** formal review. We must receive your request for a formal review 14 calendar days after results are released. We will notify you of exact dates and additional procedures after we receive and process all requests.

**Informal Reviews.** If you are unsuccessful on the Bar Exam, we will provide you with a written Informal Review of your performance on all components of the Bar Exam, as provided by Rule 11. This Informal Review will be provided to you without the need for a written request. The Informal Review will include your final scaled score on the Written Exam and the MBE, percentile rankings on each MTP, each Essay, and each subject matter area of the MBE.

#### Scoring and Weighting

Texas administers the Uniform Bar Exam. The minimum UBE total score required to be licensed in Texas is 270, reported on a 400-point scale.

The Texas Bar Examination has three parts, weighted as follows to calculate a UBE total score:

- Multistate Performance Test (MPT) = 20%
- Multistate Essay Examination (MEE)=30%
- Multistate Bar Exam (MBE) = 50%



www.ble.texas.gov

- <u>FAQs</u>
- Bar Exam Information
- Notices and Announcements (home page)
- <u>Rules Governing Admission to the Bar of Texas</u> (Rulebook tab)

#### www.ncbex.org

- Subject matter outlines, sample materials for MPT, MEE, MBE
- Multistate Professional Responsibility Exam (MPRE)
- Portability of UBE score New!

