EXAMINATION SECURITY PROCEDURES AND CODE OF CONDUCT

Any applicant who engages in cheating or conduct which disrupts or attempts to disrupt the bar examination or who violates any examination regulations may be subject to sanctions by the board or its authorized representatives, including ejection from the examination site. Applicants are required to observe all examination regulations and procedures, including, but not limited to, the following:

1. **Internet Use.** Applicants using a laptop computer are not allowed to connect to the Internet or to access any files or programs, other than Exam360, while in the testing room. After registration, applicants should find their seats and carefully follow the Exam360 Instruction sheet provided at the beginning of each test session to launch Exam360.

2. **Late arrival.** Applicants who arrive late will not be given extra time to complete the examination and may be denied admission to the testing room. Applicants who do not take the essay portion of the examination will not be permitted to take the MBE.

3. **Seating.** Applicants must sit in their assigned seat and are not permitted to choose their own seat or to change seats during the examination.

4. **Time.** Proctors will keep the official time and instruct applicants when to start and stop working in each examination session. Applicants must strictly comply with instructions to stop writing or typing.

5. **Leaving the testing room.** Applicants are not permitted to leave the testing room for any reason: (1) while instructions are being read; (2) while test materials are being distributed or collected; or (3) during the last 30 minutes of an examination session. When the test is in session, applicants may leave the testing room only to go to the restroom. Applicants must turn in all test materials at the proctor table, sign out and go directly to the restroom. After using the restroom applicants must return directly to the testing room, sign back in and collect their materials.

6. **Test materials and laptops.** Applicants are not permitted to take test materials out of the exam room at any time for any reason. Applicants using a laptop for the essay portion of the examination are not allowed to remove their laptop from the testing room until the completion of the afternoon session (this includes the break between the morning and afternoon sessions).

7. **Finishing an exam session early.** Applicants who complete an examination session before the last 30 minutes of the session may leave the testing room but must turn in all test materials and sign out as finished. They are not allowed to reenter the testing room until the next session.

8. **Creating a disturbance.** Disruptive or distracting conduct will not be tolerated. The board and its designated representatives have sole discretion to determine what constitutes disruptive or distracting conduct and may eject an applicant from the examination site.

9. **Prohibited items in testing room.** Applicants who bring prohibited items to the examination room will be in violation of examination security procedures and may be presumed to be cheating. Prohibited items will be confiscated and may be held for an indefinite period of time.

10. **Health-related Condition Notice Form:** Submit this form if you have a health-related or medical condition that may require emergency medical attention, special seating or items not normally allowed in the examination room (e.g., over-the-counter medication, prescription medication, food/juice, diabetic supplies, lumbar support or lactation pump). This form must be postmarked and/or received in the board’s office no later than February 1 for a February exam or July 1 for a July exam. To determine if you need to submit this form, review the board’s instructions below and the Health-Related Condition Notice Form.

11. **No talking.** Applicants are not permitted to talk to anyone other than a proctor while an examination session is in progress. Talking is prohibited in the testing rooms, hallways, and restrooms during an examination session.

12. **Copyright.** Test questions are protected by copyright. Applicants may not remove, reproduce, or attempt to remove or reproduce any original, duplicated, or recorded test materials, notes, or reconstructed test questions or answers from the testing room by any means.
READ AND FOLLOW THESE IMPORTANT EXAMINATION INSTRUCTIONS

Your Testing Room Assignment notice will be posted to your user account prior to the examination. Make a note of your assigned room before arriving for screening. You are not allowed to have any paper in the testing room, including the Testing Room Assignment notice. **You must present an official government-issued photo ID in order to be admitted to the examination.** Failure to timely report to your assigned testing room will result in a shortage of time for you to complete the examination.

Only the following items are allowed into the examination room. All other items are prohibited from the examination room unless specifically listed for the given testing day. Applicants who bring prohibited items to the examination room will be in violation of the examination security procedures and may be presumed to be cheating. Examples of prohibited items are listed below. Prohibited items will be confiscated and may be held for an indefinite period of time. Please note that no writing instruments are allowed for day one; pens will be provided. Tissues and ear plugs will be provided by the board and available at the front of the testing room. There will also be water available in the testing room.

**ALLOWED/PROHIBITED ITEMS**

**ALLOWED ITEMS:**

Day 1:

- Government-issued Photo ID (required)
- Laptop computer and power cord (any external keyboard or mouse MUST be wired – no wireless or Bluetooth enabled keyboard/mouse allowed)
- Clear quart-size plastic bag that may contain ONLY hotel room key, car keys, credit/debit card, cash, feminine hygiene products
- Over-the-counter medication, prescription medication, or medical supplies (if previously approved)
- Eyeglasses (no cases)
- Light sweater or jacket
- (No writing utensils of any kind allowed, pens will be provided on Day 1)

Day 2:

- Government-issued Photo ID (required)
- PHOTO ID Badge (provided on Day 1) (required)
- At least 2 wooden soft-lead (No. 2 or HD) pencils with erasers and a manual pencil sharpener (no mechanical pencils or other writing instrument allowed)
- Clear quart-size plastic bag that may contain ONLY hotel room key, car keys, credit/debit card, cash, feminine hygiene products
- Over-the-counter medication, prescription medication, or medical supplies (if previously approved)
- Eyeglasses (no cases)
- Light sweater or jacket
**PROHIBITED ITEMS:** Examinees are not allowed to bring into the testing room any items not on the “allowed items” list. See examples of prohibited items listed below:

- Any electronic device, including but not limited to:
  - cell or mobile phones
  - digital watches or timers
  - fitness trackers
  - media players
  - headphones
  - language translators
  - picture-taking devices
  - Bluetooth, thumb drive, memory stick, or any external storage device
  - E-cigarettes

- Other prohibited items, including but not limited to:
  - written materials (including books and notes), scratch paper, or paper of any kind
  - any writing utensils on Day 1, including pencils, pens, erasers, or highlighters (see allowed items list for required pencils on Day 2)
  - rulers
  - briefcases, handbags, laptop cases or backpacks of any kind
  - watches or timers of any kind
  - firearms or weapons
  - earplugs, earmuffs, or headphones of any kind
  - hats and/or hoods (except religious apparel) worn on the head
  - food or beverages (unless pre-authorized)

Examinees found in possession of prohibited items may be dismissed from the test, and their scores may be cancelled.