

# MISSOURI BOARD OF LAW EXAMINERS

## EXAMINATION SECURITY PROCEDURES

*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 exam session. When the test is in session, applicants may leave the exam room only to go to the restroom. Applicants must turn in all test materials, sign out and go directly to the restroom. Applicants must return directly to the exam room, sign 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 (HRC) 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 [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.

**MISSOURI BOARD OF LAW EXAMINERS  
BAR EXAM PROVIDED, ALLOWED, & PROHIBITED ITEMS LIST**

*Applicants who bring prohibited items to the exam room will be in violation of security procedures and may be presumed to be cheating, dismissed from the exam, and their scores cancelled.*

**PROVIDED ITEMS – BOTH DAYS**

*(available in the room for all applicants)*

- Clock
- Ear Plugs
- Tissues

**ALLOWED ITEMS – BOTH DAYS**

- Government-issued Photo ID *(required)*
- Clear quart-size plastic bag that may contain ONLY hotel room key, car keys, credit/debit card, cash, or feminine hygiene products
- Medication or medical supplies (if pre-approved through a Health-Related Condition Form request)
- Eyeglasses (no cases)
- Light sweater or jacket
- 1 Clear, plastic water bottle with lid
- 1 Small, clear bottle of hand sanitizer
- Protective face mask

**ALLOWED - DAY 1 (ESSAY DAY)**

- Laptop computer and power cord (any external keyboard or mouse MUST be wired – no wireless or Bluetooth enabled keyboard/mouse allowed)
- (No writing utensils of any kind allowed, pens will be provided on Day 1)*

**REQUIRED – DAY 2 (MBE DAY)**

- PHOTO ID BADGE (provided on Day 1)
  - 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)*

**PROHIBITED ITEMS**

**Examinees are not allowed to bring into the testing room any items not on the ALLOWED ITEMS list.**

**Examples of PROHIBITED ITEMS, include but are not limited to:**

- Cell or Mobile Phones
- Watches, fitness trackers, or timers
- Headphones, earphones, ear buds, or media players
- External Storage Device such as Bluetooth, thumb drive, or memory stick
- Written materials or paper such as books, notes, or scratch paper
- Jewelry – ALL necklaces and bracelets
- Laptop cases, backpacks, handbags, or briefcases of any kind
- Firearms or weapons
- Hats, earmuffs, headbands, hoods (except religious apparel) worn on the head
- Food or beverages (unless pre-approved through a Health-Related Condition Form request)
- E-cigarettes
- Language Translators
- Picture-taking Devices
- Rulers
- DAY 1 – ANY writing utensils (pens are provided)

**Testing Room Assignment notices will be posted to user accounts prior to the exam. Additional time will not be provided for examinees who fail to timely report to their exam room.**

**MISSOURI BOARD OF LAW EXAMINERS**

**JULY 2020 MISSOURI BAR EXAMINATION  
APPLICANT CODE OF CONDUCT AGREEMENT**

The ability to administer the July 2020 examination consistent with public health directives will only be possible with the cooperation of all applicants. Measures have been implemented to reasonably safeguard applicants, staff, and proctors from exposure to COVID-19 during the examination. To confirm each applicant's commitment to following those measures during the July 2020 bar examination, the Missouri Board of Law Examiners ("Board") requires the following code of conduct declaration be completed and submitted to the Board by **July 15, 2020**.

If an applicant does not submit a completed code of conduct declaration by the deadline, the bar examination fee will be carried forward to February 2021, and the applicant will not be allowed to sit for the July 2020 examination.

**COVID-19 CODE OF CONDUCT DECLARATION**

I, \_\_\_\_\_, hereby affirm that:

1. I will make every effort possible to maintain social distance (minimum of six feet) throughout the administration of the July 2020 bar examination, including during screening, registration, testing, and breaks.
2. I agree to wear a protective face mask that covers my nose and mouth. I agree to wear the mask during the administration of the exam, including screening, registration, testing, and breaks. I agree the only exceptions to wearing the mask include a) if I am asked to remove the mask at the request of a Board staff or proctor; b) if I am more than six feet from another person and eating or drinking; or c) in an emergency that makes wearing a mask impossible.
3. I agree to follow appropriate respiratory hygiene/cough etiquette during the examination.
4. I agree to provide on the day of the examination a completed attestation affirming I do not meet the criteria listed below. I understand and agree that I will not be allowed into the testing area if I do not submit a completed attestation or if I
  - a. traveled to any foreign country within the 20 days prior to the exam;
  - b. reside or have close contact with someone who traveled to any foreign country within the 20 days prior to the exam;
  - c. have been asked to self-quarantine by any doctor, hospital or health agency within the 30 days prior to the exam;
  - d. have a fever or are sick;
  - e. have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19 within the 20 days prior to the exam; or

- f. reside in a jurisdiction outside of Missouri that is subject to an official travel advisory in effect within 30 days of the scheduled date of the bar exam.
5. I agree to report to Board staff if I develop symptoms of COVID-19 (including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, and/or new loss of sense of taste or smell) during the administration of the exam, to ensure appropriate public health measures may be implemented.
6. I agree to provide the Board by **July 15** an emergency contact in the event I become symptomatic during the examination. I understand and agree if I become symptomatic during the examination I will be moved to an isolation room; my emergency contact will be notified; and my testing will be terminated.  
Emergency Contact Name: \_\_\_\_\_  
Emergency Contact Phone Number: \_\_\_\_\_
7. I agree to comply with contact tracing instructions conveyed by public health officials.
8. I have decided to sit for the examination despite the risk of exposure to or infection with COVID-19 and voluntarily assume all risk of exposure to or infection with COVID-19 by attending the July 2020 Missouri bar examination.

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I UNDERSTAND THAT ANY FALSE STATEMENT CONTAINED IN MY APPLICATION OR PROVIDED ON THE DAY OF THE MISSOURI BAR EXAMINATION MAY RESULT IN THE DENIAL OF MY ADMISSION TO THE MISSOURI BAR.

\_\_\_\_\_(Applicant)

\_\_\_\_\_(Date)