

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 are not allowed to access any files or programs, other than the NextGen UBE software while in the testing room. After registration, applicants should find their seats and carefully follow the NextGen UBE Instructions provided at the beginning of each test session to launch the exam.
2. **Late arrival.** Applicants who arrive late will be denied admission to the testing room.
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 instruct applicants when to begin each examination session. A 10-minute warning will appear on the applicant's laptops towards the end of each exam session.
5. **Leaving the testing room.** Applicants are not permitted to leave the testing room for any reason while instructions are being read or during the last 10 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 raise a hand for a proctor to affirm their exam is locked before going directly to the restroom. Applicants must return directly to the exam room and immediately unlock the exam to resume testing.
6. **Test materials and laptops.** Applicants are not permitted to take any materials out of the exam room at any time for any reason. Applicants 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 10 minutes of the session may leave the testing room but must raise a hand for a proctor to ensure the section is submitted. **DO NOT CLOSE YOUR LAPTOP PRIOR TO THIS TIME.** Applicants 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 received by the Board no later than January 1 for the February exam or June 1 for the July exam. To determine if you need to submit this form, review the [Missouri Board of Law Examiners - Health-Related Condition Request](#) page.
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
- Photo ID badge
- Tissues
- Ear Plugs

ALLOWED ITEMS – BOTH DAYS

- Government-issued Photo ID (*required*)
- Laptop computer and power cord (*required*) (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, or feminine hygiene products
- Medication or medical supplies (if pre-approved through a Health-Related Condition Form request)
- Eyeglasses (no cases)
- Light sweater
- 1 Clear, plastic water bottle with lid
- 1 Small, clear bottle of hand sanitizer
- Protective face mask

Testing Room Assignment notices will be posted to user accounts prior to the exam.

Examinees who fail to timely report to their exam room will be denied admission to testing room.

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, ear plugs of any kind
- External Storage Device such as a thumb drive or memory stick
- Bluetooth USB adapters/plug-ins
- Written materials or paper such as books, notes, or scratch paper
- Jewelry – ALL earrings, necklaces and bracelets (only wedding rings are allowed)
- Laptop cases and skins, backpacks, handbags, wallets, or briefcases.
- Firearms or weapons
- Hats, earmuffs, headbands, hoods (except religious apparel) (must stay down during testing)
- Gum, food or beverages (unless pre-approved through a Health-Related Condition Form request)
- E-cigarettes
- Media players
- Language Translators
- Picture-taking Devices
- Rulers, Pens, Mechanical Pencils
- Any writing/highlighting instruments