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It has been brought to our attention that there has been allegation that downloading Examplify has caused passwords on an applicant's device to be breached based a Google alert received shortly after the download. According to ExamSoft this password notification alert is unrelated to Examplify download and use. This is a feature in Goggle Chrome where the browser automatically scans the user's saved passwords against security breaches. Any appearance of this message popping up around the time an applicant is downloading the Examplify software is completely coincidental. ExamSoft applications do not store and do not have access to any password information on exam-taker devices. For more information, please see the [illustration from ExamSoft](#).

## GENERAL QUESTIONS

### **What Content Will Be Tested by the Remote Bar Examination?**

The content tested by the remote bar examination will be the same as the content of the Uniform Bar Examination (UBE). You should study the same topic areas that you would if you were preparing to take the UBE.

### **What Is The Format of the Remote Bar Examination?**

The remote bar examination will consist of four, 90-minute test sessions administered over two days, October 5th and 6th, 2020. On October 5th, one session will consist of one Multistate Performance Test (MPT) item; and the other session will consist of three Multistate Essay Examination (MEE) questions.

The two other sessions, on October 6th, will each consist of 50 Multistate Bar Examination (MBE) questions.

### **What Is the Schedule for the Remote Bar Examination?**

#### **The exam will be administered on: Eastern Standard Time.**

October 5: 12:00 PM – 1:30 PM - One MPT  
30-minute break  
2:00 PM – 3:30 PM - Three MEE

October 6: 12:00 PM – 1:30 PM - MBE  
30-minute break  
2:00 PM – 3:30 PM - MBE

### **What Is the Passing Score? Will There Be a Regrade Process?**

The passing score is 270. If an examinee's total examination score after scaling falls within two

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points below the minimum passing score will be eligible for an automatic regrade. The Office of Bar Admissions is working with a psychometrician for scoring and scaling for this exam. Scores will be reported on the same 400-point scale as used for a UBE score and the written component will be scaled to the MBE score. The Admissions Assessment components will be weighted as follows: MBE – 50%, MPT – 20%, and MEE – 30%.

## **Is the Remote Bar Examination Being Administered on Oct. 5th and 6th, 2020 a Uniform Bar Examination (UBE)?**

Although this remote bar examination is comprised of testing materials provided by the National Conference of Bar Examiners (NCBE) and tests the same substantive content as the Uniform Bar Exam (UBE), it is not a full UBE and does not render a portable UBE score.

## **Is the Remote Bar Examination Score Portable?**

The remote exam does not render a portable UBE score. Ohio has entered into Memoranda of Understanding (MOU) with other jurisdictions who are administering the same remote examination. You will have to earn a score on the October exam that meets or exceeds the other jurisdiction's passing score to be considered for reciprocity. At this time, Ohio has entered into an MOU with the following jurisdictions: Connecticut, Illinois, Kentucky, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Oregon, Tennessee, Vermont, and Washington D.C. Texas will accept scores from the October 2020 exam for reciprocity, but Ohio does not have an MOU with them because they are not administering the same remote exam prepared by the NCBE.

## **How Does Reciprocity Work?**

Within five days of the release of results for the remotely-administered exam for admission, the Board of Bar Examiners will provide the exam results for all examinees to each of the jurisdictions with which agreements for reciprocity were reached. Ohio examinees may opt out of having their results shared with other jurisdictions by completing the [Opt-Out Form](#) and submitting it by October 9, 2020. Please note that by completing and submitting the opt-out form, examinees are opting out of the transfer of exam results to all reciprocal jurisdictions. Your score will either be sent to all reciprocal jurisdictions or will not be sent to any jurisdictions if you opt out.

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## **Does the Administration of a Remote Bar Examination Have Any Impact on the Character and Fitness Process?**

No. Character and fitness will not be impacted by the administration of a remote bar examination. Examinees must still receive final character and fitness approval by the Board of Commissioners on Character and Fitness.

## **I Have Already Submitted My Examination Application and Paid the Application Fee. Will I Receive a Refund for the MPT Items?**

Yes, all applicants that submitted \$358 will receive a refund for the \$28 MPT items. Please allow up to 30 days for processing.

## **I Am Registered to Take the September 2020 Bar Examination and I Want to Sit for the Remote October 2020 Exam. What Do I Need to Do?**

All applicants for the September 2020, who have not already withdrawn from the September exam, will automatically be rolled over to the remote October 2020 exam.

## **I Already Submitted My September 2020 Bar Examination Application and Paid the application Fee, but I Do Not Want to Take the October 2020 Remote Bar Examination. What Do I Do?**

If you already submitted your September 2020 bar examination application and paid the application fee, but you do not want to take the October 2020 remote bar examination, you may do one of the following:

- Submit a request to withdraw your application to [baradmissions@sc.ohio.gov](mailto:baradmissions@sc.ohio.gov). You will receive a refund for your application fee.
- Submit a request to transfer your examination application to the February 2021 examination. Please include your name, date, NCBE #, and reason for application transfer. Although you will receive a refund for the MPT item, you must submit payment for the UBE components as outlined in Gov. Bar R. I(3)(B)(5).

**Please note this decision must be made by September 28, 2020. If you do not submit a request by this date and do not sit for the remote exam, no refund will be issued and you will not be permitted to transfer your application to the February 2021 exam, although you will be able to submit a new application for the February 2021 exam.**

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## **Can I Sit for the UBE in Another Jurisdiction and Also Take the Remote October 2020 Examination?**

Candidates are permitted to sit for only one bar exam that uses any NCBE material of those administered in July, September, or October 2020. The Office of Bar Admissions will cross-check examinee rosters from bar exams administered in other jurisdictions. Candidates found to have taken a bar exam in another jurisdiction will not be permitted to sit for the remote exam.

## **I Have Already Requested to Withdraw My Application for the September 2020 bar Examination. Can I Register for the October 2020 Remote Bar Examination?**

Yes, if you withdrew from the September 2020 exam and now wish to sit for the October 2020 remote bar examination, you will need to submit a signed letter stating so. We ask that you contact the Office of Bar Admissions to discuss this option prior to submitting your request. You will be required to re-submit the \$330 examination fee only, not the \$28 MPT items fee.

## **I Have Not Yet Submitted an Application for the September 2020 Examination. I Would Like to Apply for the October 2020 Remote Exam.**

The Court has determined that the Office of Bar Admissions will not accept any further applications for the remote exam.

## **Is the Ohio Law Component (OLC) Included as Part of the Remote Exam?**

No, examinees are not permitted to take the OLC until after the administration of the remote October exam. You will receive an email notice from the Office of Bar Admissions after the exam with information on accessing the OLC. Applicants who are being admitted via reciprocity agreement will be required to take the OLC. Upon receipt of the application for reciprocity of an October 2020 remote exam, applicants will receive an email notice from the Office of Bar Admissions.

## **How Will Temporary PPA Be Affected?**

If an applicant who has received a certificate for PPA decides to transfer their bar examination application to the February 2021 examination, their PPA certificate will remain in effect until the results of that exam are released (or upon any of the other terminating events outlined in the May 14, 2020 Order). If at any time a PPA applicant withdraws from the October 2020 or February 2021 examination, their PPA certificate will expire.

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## EXAM ADMINISTRATION QUESTIONS

### When Can I Register for ExamSoft?

Registration opened on September 1, 2020 and was to close on September 18, 2020. Ohio has extended the deadline Wednesday, September 23, at 11:59 p.m. EDT. The new deadline will not be extended for any reason. Failure to register for ExamSoft will result in the withdrawal of your application. More information regarding the registration process will be communicated directly to examinees.

### What Is the Process of Registering for ExamSoft?

All examinees will be required to register with ExamSoft and download the software and exam files necessary to take the remote exam. ExamSoft will contact applicants directly by email with instructions for registering your computer, downloading the software, downloading and taking the mandatory mock exams and downloading the required exam files. After registration closes on September 23, 2020 and prior to the dates of the Remote Exam, ExamSoft will contact applicants with instructions for downloading the required exam files for exam day. **YOU MUST DOWNLOAD THE EXAM MATERIALS BY THE DEADLINE IMPOSED BY EXAMSOFT. It is extremely critical that all deadlines are strictly complied with as they will not be extended.**

### How Much Is the Registration Fee for ExamSoft?

The registration fee is \$106.

### Is There a List of Frequently Asked Questions for Examinees?

[ExamSoft FAQs](#)

[ExamSoft Proctoring Guide](#)

[ExamSoft Lighting Tips](#)

### What Are the Minimum System Requirements?

[Minimum-System-Requirements-Windows](#)

[Minimum-System-Requirements-Mac-OS](#)

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## **What Are the Computer Requirements?**

All applicants taking the October 2020 remote bar examination must meet the following computer requirements:

- Register with ExamSoft and download the software (the process will be communicated through email).
- Ohio is permitting the use of desktop computers, as long as your computer meets the minimum system requirements and you are able to complete both mock exams.
- Have a computer with webcam and microphone to take the examination. If your computer does not have an internal webcam and microphone, you may use an external webcam with a microphone. You will need to test the use of the webcam and microphone during the mandatory mock exam.
- The location must have Wi-Fi access to begin the exam and at the close of the exam.
- Conduct a mandatory test of the new software.

## **What Features Will Applicants Be Able to Use Within the Exam Software?**

All examinees will be required to complete a mock exam prior to the October administration that will familiarize them with the functionalities of the exam.

On the MEE and MPT, applicants WILL be able to:

- View the question and their response on the screen at the same time. For the MPT, applicants will be able to open the MPT library attachments and view both the attachments and the exam response on the screen. **IMPORTANT TIP:** Double click the attachment in order to re-size and zoom. After you open the attachment click on the bottom right corner of the attachment to expand the size of the document and click on + and – to zoom in and out.
- Highlight within the text of questions (but there is NO highlighting within any attachment).
- Use the “Notes” feature (i.e., virtual scrap paper) for each question (MPT and MEE questions) to outline their responses.
- Cut and paste text between virtual scrap paper and answer.
- Use the highlighter and “find and replace” features in your answers.

On the MBE questions, applicants WILL be able to:

- Highlight within the text of each question.
- Strike out unwanted answers or answers you believe to be incorrect as you read the

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multiple-choice questions. Applicants must still select an answer (and not just strike through purported incorrect answers) in order to receive credit for a correct answer.

- Navigate forward and backward between questions, as well as skip and/or return to an unanswered question during each session.
- Flag multiple-choice questions that you would like to return to during that session.
- Use the Notes (i.e., virtual scrap paper) for each question.

Applicants WILL NOT be able to:

- Use more than one monitor.
- Cut and paste or drag and drop text from the text of the MEE question or the text of the MPT question and library to their answer.
- Underline, circle, or cross out text within the MEE and MBE questions or the MPT materials.
- Use physical scratch paper, notes, or any other physical reference materials. Applicants suspected of having possessed and/or used physical scratch or note paper at any time during the exam will be investigated and may be subject to misconduct charges.

## Scratch Paper Exception for MPT Item only:

For the MPT portion of the exam, candidates may use up to two (2) sheets of blank 8 ½ x 11-inch paper, lined or unlined, and up to 3 total non-digital pens or non-mechanical pencils. No highlighters are permitted. When the MPT session begins, examinees will be required to show both pieces of paper, front and back, and all writing utensils to the camera. Candidates must remove scratch paper and writing implements from the secure testing area following the MPT portion of the exam. Use of scratch paper during any other portion of the exam is NOT permitted and will result in a misconduct flag warranting further investigation.

## **What Testing Conditions Will Be Required?**

- Examinees will need a quiet, private testing location.
- Examinees will also need to remain in front of their computer screen with their face fully visible to the camera at all times.
- Examinees may not have a phone or other electronic device on their person or anywhere in the room in which they are taking the test. If a technology issue occurs, an applicant may retrieve the phone and must use it in front of their computer. After a call for technology assistance, be sure the phone is set to silent and remove it from arms' reach. Remove it from the room after the session. It is strongly suggested to save the ExamSoft Support number in your phone prior to exam day: 866-429-8889.
- Examinees may not wear watches of any type.
- Examinees may not have notes, scrap paper, bar review materials or other legal

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reference books and/or materials in their testingspace.

- Applicants will be required to email a photo of a valid government-issued photo ID to the Office of Bar Admissions by September 8. At the beginning of the first mock exam for Exemplify, applicants will not be required to display to the web camera the same photo ID that was provided to the Office of Bar Admissions.
- Diplomas, photographs, or other items that might personally identify the applicant should not be visible to the examinees webcam during the examination.
- Examinees may not wear a hat or cap during the remote exam except if it is for religious reasons in which case it may not have a brim or otherwise obscure the applicant's eyes. If you have a religious reason to wear a head covering, you must notify the Office of Bar Admissions by no later than October 2, 2020.

## **Are Earplugs Permitted?**

Examinees may not wear earplugs, headphones, headsets, or earbuds during testing.

## **Can Applicants Have Food or Water During the Exam?**

You may have clear (no tinted color) bottled water in your exam area. No other food, drink, candy, mints, or gum is permitted during the examination. It is recommended that the water container have a cap as you will not be given extra time if your beverage spills.

## **Are Bluetooth Keyboards and Mice Permitted?**

Yes, examinees may use Bluetooth keyboards or mice, but they must be paired to the computer prior to launching Exemplify or they will not be able to be used. **IMPORTANT TIP:** If you want to use an external keyboard or mouse on exam day, you should set this up prior to doing one of the mock exams to confirm that it works. It is very important to take a mock exam using the same setup as you intend to use on the exam day. If you already completed the first mock exam, you can take the second mock exam to confirm if your external keyboard and/or external mouse works with Exemplify.

## **I Have Been Granted Accommodations for the September 2020 Examination. How Will the Remote October 2020 Exam Affect My Accommodations?**

There is no need to reapply for accommodations. The specific logistics regarding how you will take the exam will be communicated to you on an individual basis by the Office of Bar Admissions.

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## **I Am in Need of a Special Arrangement in Order to Take the Remote Examination. What Do I Need to Do?**

You must complete and submit the [Special Arrangement Request form](#) by August 14, 2020. You may email the form to [baradmissions@sc.ohio.gov](mailto:baradmissions@sc.ohio.gov).

## **How Does Remote Proctoring (ExamMonitoring) Work?**

The proctoring software will record the applicant (both audio and video) throughout each exam session. The recording will be uploaded to ExamSoft along with the applicant's answer files.

Once an applicant ends a given session, they may walk away from their computer and the webcam during the break (the audio and video are NOT recording at this time). Examinees must remain at their computer, with their face visible to their webcam, for the entirety of each 90-minute test session. When you submit your exam responses, this video is analyzed by ExamSoft's artificial intelligence (AI) program that will flag any unusual behaviors, movements, or audio. All flagged footage is then reviewed by at least one human proctor to determine whether further analysis as to potential cheating is necessary. For example, a dog barking in the background may be initially flagged by AI, but cleared upon review. These proctors reviewing exam footage will not have access to any personally-identifying information for examinees; all exam materials, including exam footage, are connected only to an examinee ID number.

## **How Does ExamID Work?**

- ExamID authenticates the identity of applicants to ensure that the person taking the exam is the person who registered for the exam.
- During the first mock exam ExamID will take a baseline photo of the applicant. Applicants are urged to have a well-lit room to provide adequate lighting for the photo. It is highly recommended that applicants take this baseline photo in the same well-lit room they intend to take the exam. The software will confirm that the photo taken is acceptable. At the start of each session of the actual exam ExamID will take another photo of the applicant and will compare it to the photo taken during the mock exam to authenticate the applicant's identity. Should an applicant experience an issue with the ExamID authentication at the beginning of an exam session, the applicant will still be permitted to take the exam and Office of Bar Admissions will authenticate the applicant's identity through the video.

## **Technical Support**

- All technical questions concerning the software should be directed to ExamSoft at 866-429-

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8889.

- ExamSoft will also have live online chat assistance, which will be accessible until the applicant enters the exam session.
- If a technology issue occurs during the examination, an applicant may retrieve the phone and must use it in front of their computer. After a call for technology assistance, be sure the phone is set to silent and remove it from arms' reach. Remove it from the room after the session.

## **What Is the Deadline for Uploading Exam Files and Video Monitoring Files?**

- Applicants must take and timely upload the answer files and video monitoring files for each session of the exam in order to be graded and scored. Applicants who do not upload the answer files and video monitoring files for any session will receive a score of zero "0" for that session.
- File uploads can be completed after each session/module, and not later than the following deadlines:
  - **The DEADLINE for uploading MEE and MPT answers, video, and audio files is 10:00 p.m. EASTERN DAYLIGHT SAVINGS TIME, Monday, October 5, 2020.**
  - **The DEADLINE for uploading MBE answers, video, and audio files is 10:00 p.m. EASTERN DAYLIGHT SAVINGS TIME, Tuesday, October 6, 2020.**
- The answer files and video monitoring files should automatically upload at the conclusion of each session/module but if they do not you may continue with the next sessions of the exam and manually upload the files to ExamSoft after the conclusion of the last exam session on October 6, 2020.
- Applicants will receive confirmation emails from ExamSoft confirming the successful upload of their exam files. Applicants will also be notified by email from ExamSoft and/or the Board should one or more of their files have not successfully uploaded.

## **When will I receive exam instructions?**

The Office of Bar Admissions emailed exam instructions to all applicants who are approved by the Board of Commissioners on Character and Fitness. If you did not receive an email, please contact the Office of Bar Admissions immediately at 614-384-9340 or [baradmissions@sc.ohio.gov](mailto:baradmissions@sc.ohio.gov).

## **POST-EXAMINATION QUESTIONS**

### **When Will Results Be Available?**

The Board of Bar Examiners expects to release results by early December 2020.

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## **Will There Be an In-Person Admissions Ceremony?**

Due to the uncertainty surrounding the COVID-19 pandemic, this has not yet been determined. The Office of Bar Admissions will update this information when it is available.

Additional FAQs will be supplemented and are subject to revision.