

**Where will the February 2022 Bar Examination be held?**

The exam will be held at the Roberts Centre located at 123 Gano Road in Wilmington, Ohio. The Court has reserved the entire space for use of the exam. The exam will be administered in separated exam halls. The entire exam room space is 60,000 square feet.

**Will there be limits on the number of applications allowed for the February 2022 exam?**

No, any timely applicant who meets all of the Ohio requirements to take the exam will be allowed to sit.

**How will the exam be administered at the Roberts Centre?**

There will be at least two separate entrances and exits. Examinees will be divided and assigned to a particular entrance and exit. All examinees will be seated at their own table, with at least 6 feet of distance between each table. There are four sets of proctored restrooms, which will be set up to comply with social distancing requirements.

**How will examinees know what exam hall they are testing in?**

Examinees will be advised as to what exam hall they have been assigned to prior to the administration. Screening start times for each assigned entrance will be staggered to decrease the number of examinees gathered in the lobby area. The lines may extend outdoors to ensure social distancing.

**Is there a vaccination or negative test requirement?**

The Supreme Court of Ohio has determined that neither COVID 19 vaccinations or a negative test will be required to sit for February 2022 bar examination. However, if you *voluntarily* provide verification that you are fully vaccinated pursuant to [CDC guidelines](#), the Office of Bar Admissions will do their best to place you in a testing room with others who are fully vaccinated. Examinees were instructed to provide this proof of vaccination via email to [baradmissions@sc.ohio.gov](mailto:baradmissions@sc.ohio.gov) by no later than January 10, 2022. Verification will not be accepted after that date.

Please note that there will be common areas for all examinees regardless of providing proof of vaccination status.

**Will examinees be required to complete an Agreement and Declaration form related to COVID-19?**

Yes, a COVID-19 Agreement and Declaration form will be emailed to all examinees for signature prior to the exam with a strict due date. The form will be provided at a later date.

**Will there be a temperature check?**

No, however examinees will be required to provide a completed COVID-19 Supplemental Health Questionnaire form on the first day of the exam. A link to the form will be provided with the mailed examination instructions and here at a later date.

## What measures have been taken to accommodate social distancing?

Examinees must maintain at least six feet of distance at the Roberts Centre while moving about inside and outside the exam hall. There will be no talking in the exam hall between examinees nor may they gather in groups while in line to enter or when leaving the exam. Examinees will be told what time to arrive for check-in and which entrance they are assigned. Arrival and departure times will be staggered.

## Will examinees be required to wear masks?

Examinees, proctors, and staff will be required to wear a protective face mask that covers the nose and mouth. Masks will be required during the entire administration of the exam, including screening, registration, testing, and breaks. Examinees are required to bring their own mask, but staff will have masks available if needed. Face shields are permitted but must be worn in addition to a face mask.

Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that allows air to be released from the mask through the valve is prohibited. Bandanas and gaiters are also prohibited.



### **How will the lunch break work?**

Applicants will not be released for lunch all at once but will be dismissed by area. Examinees may take their mask off while actively eating or drinking. The Roberts Centre is working on providing grab and go options for lunch. More information regarding the lunch hour will be forthcoming.

### **Will the Roberts Centre provide lunches?**

The Roberts Centre is offering the option to purchase boxed lunches for the February 2022 exam. Below is the link that you may use to purchase a boxed lunch. The deadline to order is February 15, 2022, at noon. If you have any questions about lunch orders or payments, please contact the Roberts Centre directly.

<https://www.robertscentre.com/lunchorder/>

### **What items are permitted to bring to the exam site?**

Exam day instructions, which will be mailed to examinees, will provide detailed information regarding permitted and non-permitted items. Below is a list of some newly permitted items:

- Face mask
- Personal sized hand sanitizer
- Disinfectant wipes

### **What items will be provided to examinees?**

Exam day instructions, which will be mailed to examinees, will provide detailed information regarding the items that will be available for examinee use. For example:

- Tissues
- Hand sanitizer stations

### **Are menstrual products permitted in the exam hall?**

Yes. Menstrual products including tampons, maxi pads, and liners may be brought into the exam hall. All examinees are permitted to bring in one clear plastic gallon bag, which shall include permitted items. Staff will visually inspect the clear plastic bag upon entering the exam hall. To protect the sterility of the product, examinees will not be required to open an original menstruation product. If the menstrual products are not visible in the clear plastic bag, staff will have to inspect the items. Purses and other bags are not permitted inside the exam hall and must remain in the designated area in the lobby and cannot be accessed until dismissed by the exam administrator. An assortment of menstrual products will be available in each restroom.

**Will examinees have access to restrooms during testing?**

Examinees will have access to restrooms during testing and are permitted to take menstrual products back and forth to restroom as needed.

**What if an examinee has a special circumstance and needs a special arrangement?**

If an examinee needs to seek and obtain an exception to the bar exam policy regarding menstruation, they must complete the Special Arrangement form and submit to [baradmissions@sc.ohio.gov](mailto:baradmissions@sc.ohio.gov).

**How will exam materials be handled and distributed?**

All staff and proctors will be wearing gloves while handling the exam materials. Upon entering the exam hall in the morning, each examinee will have a sealed envelope at their assigned seat that contains the materials needed for that particular day. The materials will be collected by proctors before lunch, and at the end of the day and are not to be opened or handled until instructed to do so by the exam administrator.

Assigned wristbands will be attached to your designated table and should be put on immediately upon locating your seat. Please plan to attach the wristband yourself.

**How will examinees be dismissed from the exam hall?**

Examinees will be dismissed by area. Examinees are not permitted to leave the exam hall unless instructed to do so by the exam administrator.

**How will the exam hall be cleaned?**

Prior to the start of each day, the hall will be thoroughly cleaned and sanitized by staff. Restrooms, door handles, and other high traffic areas will be cleaned throughout the test day.

**What if I have a compelling reason, such as having an autoimmune disorder or inability to wear a mask, to request a courtesy accommodation?**

Once you have reviewed the FAQs, if you feel that you have a compelling reason to request a courtesy accommodation at the testing site, you must complete a Courtesy/Special Arrangement form and include adequate medical and other documentation. Typically, these forms have been used for special arrangements related to things such as religion, pregnancy, diabetes, or other medical issues, that while do not prevent testing at the examination site, may require accommodations that may otherwise be prohibited. The link to the form can be found on the website in the FAQs and here: [Special Arrangement Form](#). The deadline to apply for special accommodations is also January 10, 2022. The Office of Bar Admissions will do their best to grant your request.

**If I decide not to take the February 2022 exam, is there an option to defer my application or receive a refund?**

Examination fees are not refundable or deferrable except when extraordinary circumstance, beyond the control of the applicant, occur.

## When does ExamSoft registration open?

Examinees that wish to use their laptop for the exam, must register their laptop with ExamSoft. Registration opens on January 11, 2022 and closes on February 8, 2022 at 4:00 pm. More information about the laptop program can be found here: [Ohio ExamSoft Registration](#)

Note: All examinees must be using Exemplify version 2.8.5. Please follow the prompts to install or update to version 2.8.5.

If you do not wish to use a laptop, no further action is required.

## Copy/Paste vs. Cut/Past Functionality in Exemplify

It is recommended that examinees utilize the copy/paste function instead of cut/paste. If cut is accidentally used, we recommend undoing the cut action in order to prevent deletion of content. To undo a previous cut action, applicants will need to immediately use one of the following keyboard shortcuts:

- Windows: CTRL+Z
- Mac: ⌘+Z

or, right click in the essay typing area and choose ‘Undo’ from the dropdown menu or press the undo key on the Essay editor formatting toolbar within Exemplify. If an applicant navigates away from the question or continues testing after a cut, content on the clipboard will be deleted.

If the copy/paste function is utilized, a symbol such as  $\hat{A}$ , may be inserted if there is an extra space included at the end of the copied text and then pasted using a right-click feature or using the copy and paste function located under the formatting toolbar with Exemplify. For example:

A sentence written as: “Here is my original sentence. ”

when copied and pasted using right-click copy options or the formatting toolbar would be pasted as: “Here is my original sentence. $\hat{A}$ ”

If a paragraph was written and then copied and pasted using right-click options or the formatting toolbar it would appear as: “Here is my original sentence. $\hat{A}$ This is a paragraph of text. $\hat{A}$ I have inserted text here. $\hat{A}$ ”

This behavior is found in Windows devices/OS and not on Mac devices at this time. Copying and pasting using the keyboard shortcuts (e.g. CTRL+C and CTRL+V and ⌘+C and ⌘+V) are not resulting in a symbol. If the symbols are not deleted, the symbols will show in the printed or exported answers. We recommend that applicants use the following keyboard shortcuts to copy and paste text:

Windows:

- CTRL+C to copy
- CTRL+V to paste

Mac:

- ⌘+C to copy
- ⌘+V to paste

**What is the deadline to upload answers?**

The deadline for uploading MEE and MPT answers is 10:00 p.m., Tuesday, February 22, 2022.

**When will the February 2022 results be available?**

Results will be posted to the Supreme Court of Ohio website on April 29, 2022 at 8:00 a.m.

Additional FAQ's will be supplemented and may change based upon the recommendations of the Ohio Department of Health or the Clinton County Health Department.