KENTUCKY BAR EXAMINATION

General Instructions and Information
**Introduction:**

This manual contains important policies and procedures pertaining to the administration of the bar exam. It should not be construed as a final approval by the Character and Fitness Committee of your eligibility to sit for the examination.

The February 2020 KY Bar Exam will be held at the Clarion Hotel Conference Center - North, located at 1950 Newtown Pike, Lexington, KY, on February 25 & 26, 2020.

The Clarion is offering a discounted rate of $94 per night. Reservations must be received 2 weeks prior to meeting start date. You must mention that you are with the Kentucky Office of Bar Admissions testing group. Reservations may be made by calling 888-390-4918.

**Will I receive an “admission ticket”?**

No. KYOBA does not issue admission tickets. You need only check your email for receipt of a character and fitness certification letter to know that you are certified to sit for the exam. There is no need to bring this letter with you.

**Will I receive an applicant number before the exam?**

No. After you clear security and enter the exam room, you will be given an envelope containing a card with an applicant number that corresponds with an assigned seat number. This will be your applicant number and seat number throughout the examination. This process will insure that your identity will remain unknown during the grading process. Results for the February 2020 bar exam will be released at noon on grade release day by email. The date for grade release will be announced at the bar exam.

**Will I receive information regarding how & when to pay for computer software for taking the essay portion of the exam?**

Yes. This notification will come via email approximately 4-5 weeks ahead of the exam date. The software, Exam4, will be provided by the software company, Extegrity, Inc. Before each exam, this office coordinates with Extegrity to determine an approximate 10-day period of download availability.

You are strongly advised to bring a fully-charged laptop in case of electrical malfunction. For further information, please read the **Computer Based Testing Acknowledgement Release of Liability Statement** contained within the Signature Page Packet.
**How will I register for the exam?**

The registration process will occur on both Tuesday and Wednesday morning. If you are sitting for both days of the examination, you will be required to register on both Tuesday and Wednesday. If you are only sitting for one day of the examination, you will only be required to register on the day you are taking the exam.

You will be required to show Photo Identification at the time you register and sign a registration sheet. You will then be issued an Exam Identification Badge with attached color-coded lanyard that you will be required to wear for the entire examination.

There will be a registration area for applicants who are testing by computer, handwriting the exam and for Non Standard testing applicants. Whether you are taking the exam by computer or handwriting the exam, there will be designated registration tables for all applicants taking both days of the exam and for applicants taking only one day of the exam. All registration areas will be clearly marked. Once you have registered, you will not be permitted to leave the registration area and are banned from returning to your room, vehicle, or anywhere else that is beyond the designated area.

**Is there a code of conduct?**

Applicants should maintain a professional attitude toward other applicants, proctors and examination personnel at all times. Conduct of bar applicants must be beyond reproach throughout the exam.

If you fail to comply with any rule, policy or procedure, you will be immediately disqualified as an applicant and dismissed from the exam.

**Should I dress a certain way?**

Applicants must be appropriately dressed for the administration of the bar exam. You are advised to dress in layers as the exam room is quite large and the temperature will vary in certain parts of the room. Garments that will be deemed unacceptable include, but are not limited to, the following: nightclothes, sportswear, cargo pants, torn clothing, shorts, tank tops, hoodies, and flip flops.

Applicants are prohibited from wearing any type of hat with the exception of religious apparel (provided it does not contain a brim or otherwise obscure the view of the applicant’s facial features).
When am I permitted to take breaks?

You may not take your first break until after the Exam Administrator officially completes giving instructions and the exam begins. You can then take breaks up until the “final 30 minute warning” is given. No one will be permitted to leave the exam room following the “final 30 minute warning.”

Am I permitted to take water or snacks inside the exam room?

No. There will be water stations placed near the official entrance/exit door of the exam room. If you wish to or need to have snacks available you can leave them in the outer hallway outside the exam room.

What time will there be a lunch break?

There will be a lunch break at approximately 12:30 p.m. on both days of the exam. The Board of Bar Examiners will NOT provide lunch for you. You may bring your own lunch or leave the hotel to find somewhere nearby to have your lunch. The Exam Administrator will advise you what time you will need to be back in the exam room. The Board of Bar Examiners is not responsible for items left in the hallway.

Will I be able to smoke?

Yes. There will be a designated smoking area outside near the exam room. You may carry cigarettes/lighter inside your clear plastic bag. Vape pens are considered an electronic device, and therefore NOT permitted inside your clear plastic bag. You may leave your vape pen in the outer hallway with knowledge that it is unsecure. The Board of Bar Examiners is not responsible for items left in the hallway.

What should I bring with me to the exam?

- Photo ID – you must produce a photo ID in order to be able to register for the exam and receive your Exam Identification badge with accompanying color-coded lanyard. Forms of acceptable photo identification are either a valid driver's license, or a United States government issued photo identification (ex., military I.D., passport).

- A gallon-size clear plastic Ziploc style bag – All pockets must be empty and all personal items are to be placed in this bag before gaining entrance to the examination room. You may place items such as keys, wallets/billfolds, medication, Kleenex, cough drops, or hard candy (no snacks, food, drinks, or chewing gum).
What items can I bring if I pre-registered to use a laptop?

- Laptop computer
- Power cord
- Mouse
- USB Adaptor (for Mac Book Pro)

No other computer accessories are permitted inside the exam room. This would include external keyboards, mouse pads, and cooling pads. Do not bring your laptop computer for testing on Wednesday. Wednesday testing is for the MBE which is a scantron multiple choice exam.

What items will be provided for me?

- Pencils
- Ink pens
- Ear plugs

What types of items are not permitted inside the exam room?

- Weapons or any item that could be construed as a weapon.
- Any type of electronic device including headphones, cell phones, vape pens, etc.
- Briefcases, laptop cases, backpacks, or handbags of any kind.
- Pencil sharpeners, highlighters, and correction tape/liquid.
- Pencils, ink pens, or ear plugs not provided to you by KYOBA.
- Food/drinks.

If any of the above-mentioned items are brought into the examination room, they will be confiscated. The Board is not responsible for any items lost, stolen or left outside the exam room.

What happens if I arrive after registration is closed?

You should arrive in time to register. If you do not, speak with security personnel who will locate an Exam Administrator who can clear you for late arrival and have you register as a late arrival. **There will be no additional time granted for late arrivals.**
EXAM SCHEDULE

Please note that if you receive Non Standard Testing Accommodations you will receive a different testing schedule from Kristen Northcutt with your approval letter.

**Tuesday, February 25th – Essay Examination**

8:15 a.m. - 8:40 a.m. - Bar Exam Registration
8:40 a.m. - 9:00 a.m. - Computer Practice Session - In order to insure that your computer is functioning properly and that the software has downloaded correctly, Extegrity (the computer software company) will conduct a practice session for applicants testing on computer immediately following registration.

9:00 a.m. - Examination Instructions
9:30 a.m. - 12:30 noon - Morning Session
12:30 noon - 12:45 p.m. - Answer books and USB drives collected.
12:45 p.m. - 1:45 p.m. - Lunch Break
1:45 p.m. - Examination Instructions
2:00 p.m. - 5:00 p.m. - Afternoon Session
5:00 p.m. - 5:15 p.m. - Collection of test materials and USB drives/verification process.

**Wednesday, February 26th – Multistate Bar Examination**

8:30 a.m. - 9:00 a.m. - Registration for all applicants.
9:00 a.m. - Examination Instructions
9:30 a.m. - 12:30 noon - Morning Session
12:30 noon - 12:45 p.m. - Collect Exams and verify answer sheets.
12:45 p.m. - 1:45 p.m. - Lunch Break
1:45 p.m. - Examination Instructions
2:00 p.m. - 5:00 p.m. - Afternoon Session
5:00 p.m. - 5:15 p.m. - Collection of test materials and verification of answer sheets.
NOTIFICATION OF MEDICAL CONDITION

You are requested to complete this form if you have a medical condition, such as diabetes, heart disease, epilepsy, or any other condition that might possibly require emergency medical attention during the examination. If the medical condition requires you to bring items not allowed in the exam room you must list the items below so they can be kept in the lobby in a designated secure area.

________________________________________________________________________
Name (Print)       DOB:        SS#

Examination Date: __________________________

Please list reason below for completing this form.

________________________________________________________________________
________________________________________________________________________

Emergency instructions as follows:___________________________________________

________________________________________________________________________

Emergency contact persons (names and telephone numbers):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________    __________________________
Signature                                   Date

This form must be e-mailed to lisal@kyoba.org.