

# RULES, PROCEDURES AND INSTRUCTIONS FOR THE BAR EXAMINATION

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## LAPTOP

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### GEORGIA DOES NOT ISSUE ADMISSION TICKETS.

**Clocks, watches, and highlighters are prohibited at the examination, as directed by the National Conference of Bar Examiners. Clocks with the official time will be displayed in the Examination Rooms.**

**YOU ARE REQUIRED TO BRING YOUR DRIVER'S LICENSE OR OTHER PHOTO I.D.**

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**LOCATION** The Georgia Bar Examination is conducted at the Georgia International Convention Center located at 2000 Convention Center Concourse, College Park, GA 30337. There is a fee for parking. Cash payment is required. For directions and other information: [www.gicc.com](http://www.gicc.com)

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**DATES** The two-day Georgia Bar Examination is administered twice a year, on the last Wednesday (nationwide MBE day) and the preceding Tuesday of February and July. For specific dates [click here](#).

The one-day Georgia Attorneys' Examination is administered on Tuesday, the first day of the two-day examination. For specific dates [click here](#).

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**SUPERVISION OF THE EXAM** The examination will be supervised by the six members of the Board of Bar Examiners, by the Staff of the Office of Bar Admissions, and by Monitors.

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**NO  
CELL  
PHONES OR  
OTHER  
ELECTRONIC  
DEVICES**

**You are prohibited from having a cell phone or any other electronic device in the Examination Room. Clocks and watches are also prohibited at the examination. Clocks with the official time will be displayed in the Examination Rooms.**

If you have in your possession in the Examination Room any electronic device, you will be **IMMEDIATELY DISQUALIFIED** from the examination, and you will be reported to the Board of Bar Examiners and to the Board to Determine Fitness of Bar Applicants. **Your device may be confiscated for an indefinite period of time and sent to the National Conference of Bar Examiners to verify that there is no examination information on the device.**

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**REQUIRED  
ITEMS**

**Driver's License or other Photo ID**

You are required to bring a photo ID and place it on your table, directly below your name card, **during each Examination Session**. Acceptable forms of ID include a U.S. driver's license, a passport, or other government issued photo ID. The name on your photo ID must match the name under which you filed your application.

**Black ink pens for the Essay and MPT answers.**

Handwritten Essay and MPT answers must be in **black ink only**.

**Pencils for the MBE Examination.**

A soft lead (#2) pencil is required for the Multistate Bar Examination (MBE). You should bring your own **pencil sharpener**. Sharpeners are not provided.

You may bring your laptop computer in a large **clear** Ziploc-type bag on **Tuesday only**. **You must provide your own Laptop power cord and standard extension cord**. These should be carried in a **clear** Ziploc-type bag. You will not have to rely upon your battery. Electrical hookups will be supplied at each table.

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**ALLOWED  
ITEMS**

**Ear plugs** (cannot be attached to any electronic device or headset)

**Drinks** (in clear plastic containers only – no pop tops)

**Snacks** (in **CLEAR** Ziploc-type bag only, maximum 1-gallon size, 1 bag per Applicant)

**Tissues and personal hygiene items**

**Clear Ziploc-type bag for laptop computer, power cord and standard extension cord.**

**If an item does not appear on the "Required" or "Allowed" lists above, assume that it is prohibited.**

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**SNACKS**

The Bar Examiners allow you to bring snacks into the Examination Room during testing. Your snacks must be in a **CLEAR** Ziploc-type bag not larger than 1-gallon size. You are expected to be considerate of others by not bringing food in noisy wrappers or foods with strong odors. Chips of any kind, nuts, or other foods that cause audible crunching sounds are not allowed.

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**LUNCH**

There are fast food and other restaurants within 2 to 5 miles of the Convention Center. You may leave the Convention Center for lunch. Keep in mind, however, that traffic can be heavy around the Convention Center and that the examination resumes promptly at the times listed below.

In the past, the Convention Center has offered a variety of lunch items available for purchase in the lobby area. You may bring your own lunch in a **CLEAR** Ziploc-type bag not larger than 1-gallon size. You must place your lunch under your table during the Examination Sessions.

**All bags are subject to search by Bar Admissions Staff and Monitors.**

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**PROHIBITED  
ITEMS**

**DO NOT bring any of the following items with you inside the Examination Room!**

Backpacks  
Bar Review materials/notes  
Books/papers  
Briefcases or laptop bags  
Cigarettes, cigars, pipes, smokeless tobacco  
Clothing or any other item with profanity printed on them  
Coolers  
Electronic Devices (e.g. cell phones/camera phones, iPhones, Blackberries, iPods, Palm Pilots, calculators, handheld computers, recording devices, watches, clocks, headphones, headsets, pagers)

Flip-flops or backless shoes  
Grocery or other store bags (only CLEAR Ziploc-type bags)  
Headwear (baseball caps, fashion hats, bandanas)  
Highlighters  
Perfumes or colognes  
Purses/handbags  
Suitcases  
Weapons

**Any item not specifically  
required or allowed**

**LAPTOP APPLICANTS**

Digital or wired mouse  
External keyboard  
(**MUST** use your laptop keyboard)  
Mouse Pad  
USB key, CD or other storage device

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**PLEASE NOTE:** The Convention Center prohibits items being left in the lobby, hallways or any other areas.

The Bar Admissions Office has **NO provision for storage of personal items**. You must leave your personal belongings in your car or make other arrangements for your belongings.

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**NO SMOKING**

The Convention Center is a non-smoking facility. Smoking and the use of smokeless tobacco will not be permitted anywhere in the Convention Center. This means that smoking will not be permitted in the main Examination Room, any other Examination Room, the restrooms, or the lobby outside the main Examination Room. Smoking is permitted outside the building only.

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**DRESS CODE  
& CLIMATE  
CONTROL**

The Bar Examiners expect you to dress appropriately for the Bar Examination. Casual, comfortable clothing is appropriate; revealing clothing is not appropriate and can be distracting to other applicants. You may want to consider layered clothing as we have little control over fluctuating temperatures in the Examination Room.

Do not wear perfumes, colognes, scented powders, or any other fragrant substance as there may be those taking the exam who have allergies which are aggravated by these scents.

No headwear may be worn during the examination, except for religious or medical reasons. A Bar Admissions Staff member must approve any exception.

You **MUST** wear quiet shoes (soft soles) as you may have to walk across the Examination Room to the restrooms during the Examination Sessions. Do not wear backless shoes, such as flip-flops.

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**ADMISSION  
TO THE  
EXAMINATION  
ROOM**

Handwriting and Laptop Testing Applicants will be seated in the same Examination Room, but in separate areas.

**LAPTOP APPLICANTS**

**On Tuesday, you will be admitted to the examination room at 7:30 a.m.**

**HANDWRITING APPLICANTS**

**On Tuesday, you will be admitted to the examination room at 8:30 a.m.**

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**ADMISSION  
TO THE  
EXAMINATION  
ROOM  
(CONTINUED)**

**LAPTOP APPLICANTS**

Upon admission, you should locate your seat and place your photo ID on the table directly below your name card. Follow the Georgia Bar Exam Day SofTest Instructions placed at your seat. Laptop Instructions will begin at 7:45 a.m.

Any Laptop Applicant arriving after 7:45 a.m. will not be admitted to the Examination Room until 8:30 a.m., and will be required to hand write the Essay and MPT portions of the examination in the Answer Books.

**HANDWRITING APPLICANTS**

Upon admission, you should locate your assigned seat and place your photo ID on the table, directly below your name card.

**ON TUESDAY, ALL APPLICANTS MUST BE SEATED WHEN EXAMINATION INSTRUCTIONS BEGIN AT 8:35 A.M.**

**ALL APPLICANTS ON WEDNESDAY**

**ALL APPLICANTS WILL BE ADMITTED TO THE EXAMINATION ROOM AT 8:30 A.M.**

**ALL APPLICANTS MUST BE SEATED WHEN EXAMINATION INSTRUCTIONS BEGIN AT 8:40 A.M.**

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**SEATING**

All seats are preassigned alphabetically with a name card at each seat. You must sit in your assigned seat throughout the entire examination. A chart indicating the Row Number on which your seat is located will be posted outside the Examination Room on the Monday afternoon before the examination. Inside the Examination Room, Row Numbers are posted on the front table of each row and on the floor between the back of the row and the Administration Area.

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**ANONYMOUS  
GRADING  
PLAN**

The Board of Bar Examiners will conduct the Georgia Bar Examination in such a manner that **during the period of grading** the identity of the authors of answers to any and all parts of the examination cannot be known to the Board or any member thereof or to the Office of Bar Admissions or any employee thereof. **YOU MUST NOT WRITE YOUR NAME ON ANY TESTING MATERIALS.** Until the completion of grading, examination answers will be identifiable only by Applicant Number.

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**COMPOSITION  
OF GEORGIA  
BAR  
EXAMINATION**

The Georgia Bar Examination consists of three parts: (1) Two Multistate Performance Tests prepared by the National Conference of Bar Examiners and graded by the Board of Bar Examiners; (2) Four Essay questions prepared and graded by the Board of Bar Examiners; and (3) the Multistate Bar Examination prepared and graded by the National Conference of Bar Examiners.

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**COMPOSITION  
OF GEORGIA  
ATTORNEYS'  
EXAMINATION**

The Georgia Attorneys' Bar Examination is composed of four essay questions and two Multistate Performance Test items.

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**ESSAY  
QUESTIONS  
AND  
MPT ITEMS**

Tuesday is devoted to the **Essay questions** and the **Multistate Performance Test (MPT) items**. Tuesday's Examination consists of four 45-minute **Essay questions** and two 90-minute **Multistate Performance Test items**.

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## ESSAY QUESTIONS AND MPT ITEMS

<b>HANDWRITTEN TESTING</b>	<b>LAPTOP TESTING</b>
<p><b>You are limited to the use of one (1) Answer Book per Essay and MPT question.</b></p> <p>The Bar Examiners will furnish one 8-page letter size Answer Book per question.</p> <p>You must write on the front of the page only. You are prohibited from adding additional pages. Do not write in the margins.</p> <p><b>NO ADDED PAGES WILL BE GRADED.</b></p> <p>You must affix one of your eight (8) numbered labels to the upper left corner of the front cover of <b>each Essay and MPT Answer Book</b>, and to the upper left corner of the front cover of each <b>MPT Test Booklet</b>. This will be the only way of identifying your answer.</p>	<p>Each typed Essay and MPT answer will have a limit of 6,100 characters (which is equivalent to the space in one Answer Book).</p> <p>You will be unable to continue typing once you have reached the 6,100 character limit.</p> <p>Some editing features you are familiar with have been disabled according to directives of the Board of Bar Examiners. <b>However, Spell Check, Elapsed Time, Redo, Undo, Cut, Copy, Paste, and Word Count are some of the features you will be able to access.</b></p> <p>You must affix one of your eight (8) numbered labels to the upper left corner of the front cover of each <b>MPT Test Booklet</b>. The remaining six (6) labels will not be used unless you are required to hand write your answers.</p>

<b>TECHNICAL SUPPORT</b>	<p>ExamSoft Site Engineers will provide <b>LIMITED</b> technical support during the Laptop Set Up Instructions only.</p> <p>It is your responsibility to ensure that your laptop is dependable and that it is in working order <b>PRIOR</b> to the examination.</p>
<b>PROBLEMS WITH YOUR LAPTOP</b>	<p><b>DO NOT TURN OFF</b> your computer for any reason unless you have to use the instructions included in the <b>Computer Freezes</b> section of the <b>Georgia Bar Exam Day SofTest Instructions</b> that will be placed at your seat on the day of the Bar Examination.</p> <p>You will be required to hand write your exam answers in the Answer Book in the event of a hardware or software malfunction or power failure when you cannot resolve the malfunction immediately. <b>No extra time will be given in the event of a laptop malfunction.</b></p> <p>The Director of the Office of Bar Admissions or the Laptop Administrator has the final authority to determine your eligibility to use laptop testing for the Bar Examination.</p> <p>For a reason other than operator error, our best efforts will be used to recover typed text up to the point of the malfunction/technical problem, but there can be no assurance of success. Any typed portion of your answer that can be recovered will be attached to the handwritten portion in the Answer Book for grading.</p>
<b>UPLOADING ANSWERS</b>	<p>You are <b>REQUIRED</b> to upload your Essay and MPT answer files no later than 11:00 a.m. on <b>Thursday</b> after the date of the Bar Examination. However, you may complete the upload of the answer files any time <b>PRIOR</b> to the 11:00 a.m. deadline.</p> <p>To upload your answer files: turn on your computer, connect to the Internet at home, hotel, wireless hot spots, Internet café or cybercafé, etc., and follow the on-screen instructions and upload your Essay and MPT answer files.</p>

## MULTISTATE BAR EXAMINATION (MBE)

Wednesday is devoted entirely to the Multistate Bar Examination which consists of two separate parts, a morning session (100 questions) and an afternoon session (100 questions).

**Please remember that you will not be admitted to the Examination Room until 8:30 a.m. on the morning of the MBE. You will be required to exit the Examination Room at the end of the Morning Segment and will not be re-admitted until 1:05 p.m.**

Your answers will be collected at the end of each session. If you complete a portion of the examination prior to the ending time for that session, you are prohibited from turning in your answers or leaving the Examination Room.

**Because others will still be working, you must remain in your seat after the 10-minute warning is given.**

SCHEDULE FOR ESSAY EXAMINATION & MPT ITEMS			SCHEDULE FOR MBE EXAMINATION		
Laptop Applicants Admitted	7:30 a.m.		Admission to Exam Room	8:30 a.m.	
Laptop Applicants Must Be Seated	7:40 a.m.		Morning Instructions Begin	8:40 a.m.	
Laptop Set Up Instructions	7:45 a.m.		MBE AM	9:00 a.m.	12:00 noon
Handwriting Applicants Admitted	8:30 a.m.		LUNCH		
Morning Instructions Begin	8:35 a.m.		Readmission to Exam Room	1:05 p.m.	
MPT I	9:00 a.m.	10:30 a.m.	Afternoon Instructions Begin	1:15 p.m.	
BREAK			MBE PM	1:30 p.m.	4:30 p.m.
ESSAY I	10:50 a.m.	11:35 a.m.			
ESSAY II	11:50 a.m.	12:35 p.m.			
LUNCH					
Readmission to Exam Room	1:40 p.m.				
Afternoon Instructions Begin	1:45 p.m.				
MPT II	2:00 p.m.	3:30 p.m.			
BREAK					
ESSAY III	3:50 p.m.	4:35 p.m.			
ESSAY IV	4:50 p.m.	5:35 p.m.			
Deadline to Upload Essay and MPT Answer Files	Thursday 11:00 a.m.		<b>NOTE: All posted time is Eastern Time.</b>		

### NO TURNING IN ANSWERS EARLY

On Tuesday and Wednesday, your answers will be collected at the end of each session. If you complete a portion of the examination prior to the ending time for that session, you are prohibited from turning in your answers early or leaving the Examination Room until you are dismissed.

**Because others will still be working, you must remain in your seat after the 10-minute warning is given.**

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<b>NO LEAVING EXAMINATION ROOM</b>	<b>YOU ARE PROHIBITED FROM LEAVING THE EXAMINATION ROOM FOR ANY REASON AT ANY TIME DURING THE EXAMINATION SESSIONS.</b> If you leave the Examination Room during an Examination Session, you will be <b>IMMEDIATELY DISQUALIFIED</b> from the examination, and the matter will be reported to the Board to Determine Fitness of Bar Applicants and the Board of Bar Examiners.
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<b>RESTROOMS</b>	Restrooms are located <b>INSIDE</b> the Examination Rooms.
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<b>TALKING NOT ALLOWED</b>	You are prohibited from talking to other applicants during the Examination Sessions. If you are discovered talking to another Applicant anywhere within the building during an Examination Session you will be <b>IMMEDIATELY DISQUALIFIED</b> from the examination, and the matter will be reported to the Board to Determine Fitness of Bar Applicants and the Board of Bar Examiners.
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<b>VIOLATION OF RULES</b>	If you violate any of the Rules, Procedures and Instructions for the Bar Examination, you will be <b>IMMEDIATELY DISQUALIFIED</b> from the examination, and the matter will be reported to the Board to Determine Fitness of Bar Applicants and the Board of Bar Examiners.
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<b>INABILITY TO COMPLETE THE EXAM</b>	If you determine that you will be unable to complete the examination, please report this decision to a member of the staff of the Office of Bar Admissions. You will be required to turn in all test materials, complete a Withdrawal Form and provide your name, Applicant Number, social security number and your signature, prior to leaving the Examination Site.
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<b>WITHDRAWAL AND REFUNDS</b>	A refund of the Bar Examination fee will be made if an Applicant is found to be ineligible to write the examination. Further, an Applicant whose <b>written withdrawal is received in the Office of Bar Admissions not less than fourteen (14) days prior to the date of an examination is entitled to a refund of 50% of the \$350.00 Bar Examination fee only. The NCBE charges and Laptop fee are non-refundable.</b>
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<b>OATH OF APPLICANT</b>	By taking the Georgia Bar Examination, you will be deemed to have sworn to or affirmed the following: "I solemnly swear or affirm that I have no previous information as to the contents of the questions upon which I have been examined and that I have not received directly or indirectly, from any source whatever, any assistance, but that I wrote the answer exclusively from my knowledge."
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Part B, Section 11 of the Rules Governing Admission to the Practice of Law.

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<b>GRADING</b>	The 400-point examination consists of two equally weighted components: (1) the Multistate Bar Examination (MBE) and (2) a written examination, which consists of four essay questions and two Multistate Performance Test (MPT) items. Raw scores on the MPT items will be multiplied by 1.5 and added to raw scores on the essay questions. Total raw scores on the written examination will be converted to the 200-point MBE scale and then combined with the scaled MBE score to obtain a final score. A score of 270 is required to pass the examination. However, <b>your Essay and MPT answers will not be graded unless you achieve a scaled score of at least 115 on the MBE portion of the examination.</b>
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<b>NO CONTACTING BOARD MEMBERS</b>	<b>Do not contact any member of the Board to Determine Fitness of Bar Applicants nor any member Board of Bar Examiners.</b> This is specifically prohibited by the Supreme Court of Georgia Rules Governing Admission to the Practice of Law and could result in your disqualification.
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**NOTIFICATION  
OF RESULTS**

All Applicants will receive a letter notifying them of their examination results. Successful Applicants who have also completed the Multistate Professional Responsibility Examination (MPRE) requirement (Part B, Section 6(f) of the Rules Governing Admission to the Practice of Law) are eligible for Admission to the Practice of Law and will receive a Certificate to this effect.

It will be your responsibility to make arrangements to take the Attorneys' Oath. However, **you should not make these arrangements until you have received your Certificate of Eligibility for Admission to Practice Law.** You must deliver this Certificate to the Chief Judge of the Superior Court of the circuit in which you wish to take the Attorneys' Oath. No duplicate Certificate will be issued prior to 10 business days from the date of the release of grades. **Certificates will not be sent to the court.**

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**RESULTS**

**Examination results for the February Exam are generally scheduled for release in late May.**

**Examination results for the July Exam are generally scheduled for release in late October.**

You will be notified of the scheduled release date in future correspondence and at the Bar Examination. Results will be available on our web site beginning at 4:30 p.m. on the scheduled release date.