

RULES, PROCEDURES AND INSTRUCTIONS FOR THE BAR EXAMINATION

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LAPTOP

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GEORGIA DOES NOT ISSUE ADMISSION TICKETS.

You are prohibited from having bags of any kind other than clear plastic ziplock bags. You are also prohibited from having a cell phone, clock, watch, any other electronic device, highlighter, food, drinks (other than water in transparent plastic, clear or lightly tinted, unlabeled bottles), or any other PROHIBITED ITEM in the Examination Room, as directed by the National Conference of Bar Examiners.

You are required to bring your driver's license or other photo ID.

LOCATION

The Georgia Bar Examination is administered 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, go to www.gicc.com.

Marriott Atlanta Airport Gateway and SpringHill Suites Atlanta Airport Gateway are the two hotels within walking distance of the convention center. There are other hotels within a 5 miles radius of the convention center. You can search the Internet for hotels near the Georgia International Convention Center. We recommend that you make your reservations as soon as possible and not wait until close to the examination date.

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](#).

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.

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 or any other **PROHIBITED ITEM**, 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.**

REQUIRED ITEMS **Driver's License or other Photo ID**
You are required to bring an official photo ID and place it on your table, directly below your name card, **during each Examination Session**. Acceptable forms of ID include a 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 Examination Day on Tuesday
All documents must be signed in **black ink only**.
Handwritten MPT and Essay answers must be in **black ink only**.

Pencils for Examination Day on Wednesday
#2 pencils are required for the Multistate Bar Examination (MBE). Sharpeners are not provided.

You **MUST** bring your own laptop computer, laptop power cord, and standard extension cord on **Tuesday only**. You will not have to rely upon your battery. Electrical connections will be supplied at each table. It is your responsibility to ensure your laptop is in working order **PRIOR** to the examination.

ALLOWED ITEMS **Ear plugs** provided by the Board of Bar Examiners
Clear plastic ziplock bag for laptop computer.
Water in transparent plastic, clear or lightly tinted, unlabeled bottles. All labels must be removed from the plastic bottles.
Clear plastic ziplock bag for personal items (wallet, cash, credit card, claim ticket, keys, key fob, car/garage entry remote device, personal hygiene items).
If an item does not appear on the "Required" or "Allowed" lists above, assume that it is prohibited.

***NO FOOD, SNACKS, and DRINKS** The Board of Bar Examiners does **NOT** allow you to bring **food, snacks, nor drinks** of any kind **other than water** into the Examination Room. Water must be in transparent, clear or lightly tinted, plastic unlabeled bottles. ***Unless [Administrative Accommodation](#) has been approved by the Office of Bar Admissions.**

LUNCH

You are required to leave the Examination Room during the lunch break.

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

In the past, the Convention Center has offered a variety of lunch items available for purchase in the lobby area.

PROHIBITED ITEMS

If you have in your possession in the Examination Room any electronic device or any other **PROHIBITED ITEM**, 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.**

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

Backpacks
Bags of any kind other than clear plastic ziplock bags for laptops, cords, and personal items (wallet, cash, credit card, claim ticket, keys, key fob, car/garage entry remote device, personal hygiene items)
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
Ear Plugs (unless provided by the Board of Bar Examiners)
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
Food (snacks, drinks)*
Headwear (baseball caps, fashion hats, bandanas)
Highlighters
Perfumes or colognes
Purses/handbags
Suitcases
Weapons

Prohibited items include any item not specifically required or allowed.

***Unless Administrative Accommodation has been approved by the Office of Bar Admissions.**

LAPTOP APPLICANTS

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

All CDs, DVDs, etc., must be removed from your Laptop **PRIOR** to entering the Examination Room.

PLEASE NOTE: The Convention Center prohibits the leaving of items 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.

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.

**DRESS CODE,
CLOTHING &
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.

Coats, jackets, and any other outerwear may be checked for **PROHIBITED ITEMS** before you are permitted to enter 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, including flip-flops.

**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 8:00 a.m.

HANDWRITING APPLICANTS

On Tuesday, you will be admitted to the Examination Room at 9:00 a.m.

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 8:15 a.m.

Any Laptop Applicant arriving after 8:15 a.m. will not be admitted to the Examination Room until 9:00 a.m., and will be required to hand write the MPT and Essay 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 9:05 A.M.

ALL APPLICANTS ON WEDNESDAY

ALL APPLICANTS WILL BE ADMITTED TO THE EXAMINATION ROOM AT 9:00 A.M.

ALL APPLICANTS MUST BE SEATED WHEN EXAMINATION INSTRUCTIONS BEGIN AT 9:10 A.M.

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 Monitor Tables.

**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 MPT AND ESSAY TESTING MATERIALS.** Until the completion of grading, examination answers will be identifiable only by Applicant Number.

**COMPOSITION
OF GEORGIA
TWO-DAY
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.

**COMPOSITION
OF GEORGIA
ATTORNEYS'
EXAMINATION**

The Georgia Attorneys' Bar Examination is composed of two Multistate Performance Tests prepared by the National Conference of Bar Examiners and graded by the Board of Bar Examiners; and (2) Four Essay questions prepared and graded by the Board of Bar Examiners.

**ESSAY
QUESTIONS
AND
MPT ITEMS**

Tuesday of the exam consists of two testing sessions as follows:
9:30 a.m. - 12:30 p.m.: MPT Items 1 and 2 (no break between items)
2:00 p.m. - 5:00 p.m.: Essay Questions I, II, III, and IV (no breaks between questions)
You are allowed to manage your time within each testing session.

MPT ITEMS AND ESSAY QUESTIONS

HANDWRITTEN TESTING

You are limited to the use of one (1) Answer Book per MPT item and Essay question.

The Bar Examiners will furnish one 12-page letter size Answer Book for each MPT item.

The Bar Examiners will furnish one 9-page letter size Answer Book for each Essay question.

You must write on the front of the page only.
You are prohibited from adding additional pages.
Do not write in the margins.

NO ADDED PAGES WILL BE GRADED.

You must affix one of your eight (8) numbered labels to the upper left corner of the front cover of **each MPT and Essay Answer Book**, and to the upper left corner of the front cover of each **MPT Test Booklet**. This will be the only way of identifying your answer.

Your MPT 1 & 2 Test Booklets and MPT 1 & 2 Answer Books will be collected at the end of the Morning Session.

Your Essay Questions I, II, III and IV and Essay Answer Books I, II, III, and IV will be collected at the end of the Afternoon Session.

You must remain in the Examination Room until you are dismissed.

LAPTOP TESTING

Each typed MPT answer will have a limit of 9,200 characters (which is the equivalent to the space in one 12-page letter size Answer Book). **You will be unable to continue typing once you have reached the 9,200 character limit.**

Each typed Essay answer will have a limit of 6,500 characters (which is equivalent to the space in one 9-page letter size Answer Book). **You will be unable to continue typing once you have reached the 6,500 character limit.**

Some editing features you are familiar with have been disabled according to directives of the Board of Bar Examiners. **However, Spell Check, Elapsed Time, Redo, Undo, Cut, Copy, Paste, and Word Count are some of the features you will be able to access.**

You must affix one of your eight (8) numbered labels to the upper left corner of the front cover of each **MPT Test Booklet**. The remaining six (6) labels will not be used unless you are required to hand write your answers.

Your laptop must remain in the Examination Room the entire length of the MPT and Essay portions of the Bar Examination. Even if you are required to hand write any portion your answers in an Answer Book, the laptop still must remain in the Examination Room. If you remove the laptop from the Examination Room for any reason, you will be **IMMEDIATELY DISQUALIFIED** from the Bar Examination.

Your MPT 1 & 2 Test Booklets will be collected at the end of the Morning Session.

Your Essay Questions I, II, III, and IV will be collected at the end of the Afternoon Session.

You must remain in the Examination Room until you are dismissed.

<p>TECHNICAL SUPPORT</p>	<p>It is your responsibility to ensure that your laptop is dependable and that it is in working order PRIOR to the examination.</p> <p>ExamSoft Site Engineers will provide LIMITED technical support during the Laptop Set Up Instructions only.</p>
<p>PROBLEMS WITH YOUR LAPTOP</p>	<p>DO NOT TURN OFF your computer for any reason unless you have to use the instructions included in the Computer Freezes section of the Georgia Bar Exam Day SofTest Instructions 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. No extra time will be given in the event of a laptop malfunction.</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>
<p>UPLOADING ANSWERS</p>	<p>You are REQUIRED to upload your MPT and Essay answer files no later than 11:00 a.m. on Thursday after the date of the Bar Examination. You may complete the upload of the answer files any time PRIOR to the 11:00 a.m. deadline. However, if you fail to upload the answer files by the deadline, then neither your MPT and Essay answers nor your MBE answers will be graded for the designated Georgia Bar Examination.</p> <p>To upload your answer files, connect to the Internet and follow the on-screen instructions. SofTest will auto-launch and upload MPT and Essay answer files. You will see the on-screen message that the answer files have been successfully uploaded.</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 9:00 a.m. on the morning of the MBE. You will be required to exit the Examination Room at the end of the Morning Session and will not be re-admitted for the Afternoon Session until 1:40 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.

TUESDAY SCHEDULE FOR MPT ITEMS AND ESSAYS			WEDNESDAY SCHEDULE FOR THE MBE		
Laptop Applicants Admitted	8:00 a.m.		Admission to Exam Room	9:00 a.m.	
Laptop Applicants Must Be Seated	8:10 a.m.		Morning Instructions Begin	9:10 a.m.	
Laptop Set Up Instructions	8:15 a.m.		MORNING SESSION	9:30 a.m.	12:30 p.m.
Handwriting Applicants Admitted	9:00 a.m.		LUNCH		
Morning Instructions Begin	9:05 a.m.		Readmission to Exam Room	1:40 p.m.	
MORNING SESSION	9:30 a.m.	12:30 p.m.	Afternoon Instructions Begin	1:45 p.m.	
MPT Items 1 and 2 (no break between items)			AFTERNOON SESSION	2:00 p.m.	5:00 p.m.
LUNCH					
Readmission to Exam Room	1:40 p.m.				
Afternoon Instructions Begin	1:50 p.m.				
AFTERNOON SESSION	2:00 p.m.	5:00 p.m.			
Essay Questions I, II, III, and IV (no breaks between questions)					
Deadline to Upload MPT and Essay Answer Files	Thursday 11:00 a.m.		NOTE: All posted time is Eastern Time.		

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.

NO LEAVING EXAMINATION ROOM

YOU ARE PROHIBITED FROM LEAVING THE EXAMINATION ROOM FOR ANY REASON AT ANY TIME DURING THE EXAMINATION SESSIONS. If you leave the Examination Room during an Examination Session, you will be **IMMEDIATELY DISQUALIFIED** from the examination, and the matter will be reported to the Board to Determine Fitness of Bar Applicants and the Board of Bar Examiners.

RESTROOMS

Restrooms are located **INSIDE** the Examination Rooms.

TALKING NOT ALLOWED

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 **IMMEDIATELY DISQUALIFIED** from the examination, and the matter will be reported to the Board to Determine Fitness of Bar Applicants and the Board of Bar Examiners.

VIOLATION OF RULES

If you violate any of the Rules, Procedures and Instructions for the Bar Examination, you will be **IMMEDIATELY DISQUALIFIED** from the examination, and the matter will be reported to the Board to Determine Fitness of Bar Applicants and the Board of Bar Examiners.

INABILITY TO COMPLETE THE EXAM

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 immediately. 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 Room.

WITHDRAWAL AND REFUNDS

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 **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.**

OATH OF APPLICANT

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."

Part B, Section 11 of the Rules Governing Admission to the Practice of Law.

GRADING

The 400-point examination consists of two equally weighted components: (1) the Multistate Bar Examination (MBE) and (2) a written examination, which consists of two Multistate Performance Test (MPT) items and four essay questions. 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, **your MPT and Essay answers will not be graded unless you achieve a scaled score of at least 115 on the MBE portion of the examination.**

NO CONTACTING BOARD MEMBERS

Do not contact any member of the Board to Determine Fitness of Bar Applicants nor any member Board of Bar Examiners. This is specifically prohibited by the Supreme Court of Georgia Rules Governing Admission to the Practice of Law and could result in your disqualification.

NOTIFICATION OF RESULTS

All Applicants will receive a letter notifying them of their Bar 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 the Practice of Law in Georgia.** 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.**

February Bar Examination results are generally scheduled for release in late May; July results are generally scheduled for release in late October.

You will be notified of the scheduled release date for results at the Bar Examination and in correspondence that will be mailed to you at a later date. Results will be posted on our web site beginning at 4:30 p.m. on the scheduled release date.
