

SUPREME COURT OF GEORGIA
OFFICE OF BAR ADMISSIONS

BOARD TO DETERMINE FITNESS
OF BAR APPLICANTS

BOARD OF BAR EXAMINERS

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DIRECTOR OF ADMISSIONS

**Anonymous Grading Plan
Revised July 2, 2013**

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. Until the completion of grading, examination answers will be identifiable only by a computer-generated Applicant Number. At the examination, each applicant will complete an identifying information card which he or she will place in a numbered envelope. The envelope containing the identifying information card must be sealed by the applicant and returned to the Board which will then deliver all such sealed envelopes to the Clerk of the Supreme Court of Georgia who will safeguard the envelopes and return them to the Board only upon the written certification of the Chairperson of the Board or any member thereof or the Director of the Office of Bar Admissions that grading of all answers to the Bar examination has been completed. The envelopes are retained for the purpose of verifying applicant's names, social security numbers and signatures.

The specific procedures to implement the Anonymous Grading Plan are as follows:

1. For each examination, the data management system of the Office of Bar Admissions will determine a starting 5-digit Applicant Number. The system will automatically assign an Applicant Number to each applicant for the Bar Examination.
2. For all applicants who have expressed a desire to use a laptop computer to compose answers for the examination, the Office of Bar Admissions staff will provide a list of Applicant Numbers to the software vendor supplying the laptop testing services for the examination.
3. Prior to the day of the examination, the Office of Bar Admissions will reconcile and confirm the list of names and assigned Applicant Numbers of laptop applicants who have completed registration and the list of names and assigned Applicant Numbers of handwriting applicants.
4. Prior to the day of the examination, the Office of Bar Admissions will prepare numbered envelopes in sufficient quantity for each applicant sitting for the examination. Each envelope will have no identifying information on it other than the Applicant Number, and each will contain a numbered card for the applicant's identifying information and eight numbered bar-coded labels. The envelope, the identifying information card and the eight labels will all bear the same number, which will be the Applicant Number assigned to each applicant.
5. Prior to the examination, the Office of Bar Admissions will place a numbered envelope at each applicant's place on the examination tables.

6. During the pre-examination instructions at the examination, the applicants will be directed to open the envelopes and complete the identifying information card (applicant's printed name, Social Security number, and signature). The applicants will be instructed to verify that each envelope also contains eight numbered labels and that the envelope and all contents have the same Applicant Number.
7. Each applicant must complete the identifying information card contained in the envelope, and then must seal the envelope. Each applicant must take care to see that the sealed envelope contains only the information card and that it has nothing on the outside other than the preassigned number and the information requested, but in no event shall the applicant write his or her name on the outside of the envelope.
8. The sealed envelopes will be collected, boxed, and sealed and then delivered to the Clerk of the Supreme Court, who will return them to the Office of Bar Admissions only upon written certification that the grading has been completed.
9. The eight numbered labels will be used during the Essay/Multistate Performance Test (MPT) portions of the examination. Handwriting applicants will place one of the eight numbered labels on each of the following:
 - (1) MPT I Question Booklet
 - (2) MPT I Answer Book
 - (3) MPT II Question Booklet
 - (4) MPT II Answer Book
 - (5) Essay I Answer Book
 - (6) Essay II Answer Book
 - (7) Essay III Answer Book
 - (8) Essay IV Answer Book

Laptop applicants will place one of the eight numbered labels on:

- (1) MPT I Question Booklet
- (2) MPT II Question Booklet

If a laptop applicant completes the entire Essay/MPT portions of the examination on laptop, he or she will have six labels left at the end of the first day of the examination. If, due to a computer malfunction, the laptop applicant has to handwrite one or more answers in an answer book, a numbered label must be placed on each answer book.

The only identifying information on the answer books is the 5-digit preassigned Applicant Number on the numbered label.

The only identifying information on the answers typed on laptop computers is the 5-digit preassigned Applicant Number which is automatically embedded into the testing software when the applicant initially installs and registers the software on his or her laptop computer.