OCTOBER 2020 ONLINE EXAMINATION
FREQUENTLY ASKED QUESTIONS

*Revised September 23, 2020

-Exam Format, Content, and Scheduling

-<mark>Laptop Registration</mark> – Updated September 23, 2020

-Technology

-Scoring, Scaling and Grading the Online Exam

-Post-Exam Questions

EXAM FORMAT, CONTENT, AND SCHEDULING

What subject matters may be covered on the online exam?

- The online exam will cover the same substantive areas of the law as previous Georgia Bar Examinations.
- Essay questions prepared by the Board of Bar Examiners will be drawn from the following list of substantive areas of the law: Business Organizations; Constitutional Law; Contracts; Criminal Law and Procedure; Evidence; Family Law; Federal Practice and Procedure; Georgia Practice and Procedure; Non-Monetary Remedies; Professional Ethics; Property; Torts; Trusts, Wills and Estates; and the Uniform Commercial Code (Articles 2, 3 & 9).
- Multiple Choice Exam questions will be drawn from the following list of substantive areas of the law: Civil Procedure; Constitutional Law; Contracts; Criminal Law and Procedure; Evidence; Real Property; and Torts.
- The Multistate Performance Test ("MPT") item will be drawn from any substantive area of the law that could be covered in the essay or multiple choice questions.

What is the format of the October online exam?

- The online exam will consist of four, 90-minute test sessions administered over two days, October 5-6, 2020. The early session on October 5 will consist of one MPT item, and the later session will consist of three essay questions on Georgia law. The two sessions on October 6 will each consist of 50 multiple choice questions similar to the National Conference of Bar Examiner's ("NCBE") Multistate Bar Examination questions. The MPT item and multiple choice questions will be prepared by NCBE. The Georgia law essay questions will be prepared by the Board of Bar Examiners.

- There will be a short break between sessions on each day of the exam. Once you complete a session, you will not be able to return to the question(s) given in prior sessions.

What is the exam schedule?

DAY 1: OCTOBER 5, 2020		
Start Time-End Time	**Session**	**Total Time**
11:45 a.m. – 12:00 p.m.	Notices, retrieval of MPT Exam password, and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes (Applicants should be logged in by 12:00 p.m.)
12:00 p.m. – 12:15 p.m.	Start Window. Applicants **must** start the MPT Exam no later than 12:15 p.m.	15 minutes
12:00 p.m. – 1:45 p.m. (Exact time depends on when the applicant starts the exam.)	**MPT Exam Testing Window**	**90 minutes**
1:30 p.m. – 1:45 p.m.	Break	15 minutes
1:45 p.m. – 2:00 p.m.	Notices, retrieval of Essay Exam password, and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes (Applicants should be logged in by 2:00 p.m.)
2:00 p.m. – 2:15 p.m.	Start Window. Applicants **must** start the exam no later than 2:15 p.m.	15 minutes
2:00 p.m. – 3:45 p.m. (Exact time depends on when the applicant starts the exam.)	**Georgia Essays Exam Testing Window: Essays I, II, and III**	**90 minutes**

DAY 2: OCTOBER 6, 2020		
Start Time-End Time	**Session**	**Total Time**
11:45 a.m. – 12:00 p.m.	Notices, retrieval of Multiple Choice Exam Part 1 password, and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes (All applicants should be logged in by 12:00 p.m.)
12:00 p.m. – 12:15 p.m.	Start Window. Applicants **must** start the exam no later than 12:15 p.m.	15 minutes
12:00 p.m. – 1:45 p.m. (Exact time depends on when the applicant starts the exam.)	**Multiple Choice Exam Part 1 - Testing Window**	**90 minutes**
1:30 p.m. – 1:45 p.m.	Break	15 minutes
1:45 p.m. – 2:00 p.m.	Notices, retrieval of Multiple Choice Exam Part 2 password, and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes (Applicants should be logged in by 2:00 p.m.)
2:00 p.m. – 2:15 p.m.	Start Window. Applicants **must** start the exam no later than 2:15 p.m.	15 minutes
2:00 p.m. – 3:45 p.m. (Exact time depends on when the applicant starts the exam.)	**Multiple Choice Exam Part 2 – Testing Window**	**90 minutes**

- Applicants testing in-person with accommodations under the Americans with Disabilities Act should follow the schedule they receive directly from the Office of Bar Admissions.

- All times are Eastern Time regardless of where the applicant is testing.

I registered to take the Attorneys' Examination. What is my testing schedule?

- The one-day Attorneys' Examination, which includes the MPT and Georgia Essays, is scheduled to be administered on Monday, October 5, 2020, at the same time as these exams are administered for regular two-day exam applicants.

Will the online exam be open or closed book?

- The Georgia Essays exam session of the October online exam will be open book. This means that when answering the three essays on Georgia law prepared by the Board of Bar Examiners, applicants will be allowed to use scratch paper and refer to paper notes, paper outlines, and/or paper books. Applicants will not be allowed to give or receive assistance from any other person, communicate with any other person, or use an electronic device of any kind to access notes, outlines, the internet, electronic files, or materials of any kind during the Georgia Essays exam session.
- NCBE requires the multiple choice and MPT exam sessions be closed book.

Where can I take the exam?

- Applicants may take the online exam at the location of their choice provided that it is a quiet, secure environment with reliable internet access.
- Preferably, an applicant will take the exam alone, in a quiet room. The Board understands, however, that some applicants may not have a secure, quiet space with reliable internet access to take the exam and that some law schools are offering applicants access to such space. If the law school is authorized to offer testing space and the applicant plans to take the exam at the law school, it is the applicant's responsibility to make sure they are seated sufficiently far away from other applicants to assure the security of the exam and minimize problems with remote proctoring. Applicants testing in such an environment will need to abide by all other exam instructions, including remaining seated and in view of the webcam throughout each exam session. It is the responsibility of the applicant and the law school to ensure all social distancing protocols are followed and no prohibited materials or devices are allowed in the exam room.
- Remote proctoring will be enabled for all applicants regardless of where they choose to take the exam.

What are the Board's testing conditions and policies for this exam? <mark>New</mark>

- Applicants should take the exam in a quiet space or room, preferably alone, but if not alone, in a location where applicants are sufficiently spaced apart.
- Applicants may not have briefcases, bags, purses or bags of any kind, watches, clocks or fitness trackers, external mice, external keyboards, removable media, a phone or other electronic device on their person or accessible anywhere in the testing area.
- Applicants must remain seated with their face in full view of the webcam during the entirety of each exam session.
- Applicants may not disconnect the webcam or leave the view of the webcam during an exam session.
- For the MPT portion of the exam, applicants may use up to five sheets of blank 8 ½ x 11-inch paper, lined or unlined, and any type of non-digital writing instrument. Use of scratch paper during the multiple choice exam sessions is NOT permitted and will result in a misconduct flag warranting further investigation.
- Applicants may not have notes, bar review materials or other legal reference books and/or materials in their testing space during the multiple choice and MPT exam sessions.
- Applicants may have scratch paper, paper notes, and/or paper books in their testing space during the Georgia Essays exam session only.
- Applicants will be required to have a photograph taken during the first mock exam for identification purposes.
- Diplomas, personal photographs, or other items that might personally identify the applicant should not be visible to the applicant's webcam during the exam.
- Applicants may not wear a hat, cap, or head scarf during the exam except for religious reasons, in which case the hat, cap, or head scarf may not obscure the applicant's eyes.
- Applicants may not wear or use headphones, headsets, earbuds, or earplugs during the exam.
- No food or drinks are allowed in the testing area other than water in a clear, transparent bottle with the label removed.
- Applicants may eat or drink during scheduled breaks but must remove prohibited food and beverage items from the testing area before the start of the next exam session.

Will I be allowed to use scratch paper during the exam?

- Applicants will be able to use scratch paper during the MPT and Georgia Essays exam sessions only.

- Applicants will not be allowed to have physical paper or scratch paper in the exam room during the Multiple Choice Exam sessions.
- Applicants may use Examplify's "Notes" (i.e., virtual scratch paper) feature to outline their answer or take notes. Applicants may cut and paste between the virtual scratch paper and their answer file for the MPT and Georgia Essays exam sessions. Text in the virtual scratch paper feature will not be saved once an answer file is uploaded and will not be graded.

What software features will be enabled for the MPT and Georgia Essays portions of the exam?

- Applicants WILL be able to view the questions and their answer on the screen at the same time, highlight within the text of questions, use the virtual scratch paper for each question to outline their answers, copy and paste between the virtual scratch paper and their answer, and use spell check, highlighter and "find and replace" features in their answers.
- Applicants will NOT be able to cut and paste or drag and drop text from the question to their answer or underline, circle, or cross out text within the MPT or Georgia essay questions.

What software features will be enabled for the Multiple Choice Examination?

- Applicants will be able to strike out answers they believe are incorrect as they read each multiple choice question. Applicants must affirmatively select an answer to receive credit for the correct answer.
- Applicants may navigate forward or backward between questions.
- Applicants may flag, skip, and return to multiple choice questions.
- Applicants may use the virtual scratch paper for each question.

Will I be able to practice using the software before the exam?

- Yes. All applicants are required to take two mock exams before the published September 18, 2020 at 4:00 p.m. Eastern Time deadline. The mock exams will be available for you to download after you register with ExamSoft beginning September 1, 2020.
- The first mock exam is a timed 30-minute exam during which your photograph will be taken for use on exam day. During this mock exam, you will view a tutorial of Examplify features.
- The second mock exam is a 90-minute exam during which ExamID and ExamMonitor will be enabled so you can practice for photo identification and confirm the video

framing for exam day. Notes and highlighting features will be enabled to allow you to become familiar with them. NCBE will provide mock exam questions, including one MPT item with legal file attachments, so you may become familiar with question formats.

LAPTOP REGISTRATION

What is the process for registering with ExamSoft?

- All applicants taking the October online exam must register with ExamSoft, download the Examplify software, take two mock exams, and download their exam files, even if they previously registered with ExamSoft for the September 2020 Georgia Bar Examination.
- Applicants who paid for the software for the September 2020 exam will not be required to pay again. Applicants who did not register for the September 2020 exam or who registered but planned to handwrite the September 2020 examination will be required to complete the above registration steps and pay the registration fee.
- Applicants will receive an email on September 1, 2020 with instructions for registering their laptop computer, downloading the software, taking the mandatory mock exams, and downloading exam files.

Important Laptop Registration Deadlines

Laptop Registration Opens: September 1, 2020

Laptop Registration Closes: September 18, 2020 at 4:00 p.m. Eastern Time

Laptop Exam Files Download Opens: September 25, 2020

Laptop Exam Files Download Closes: October 1, 2020 at 4:00 p.m. Eastern Time

TECHNOLOGY

Which software vendor is being used to deliver the October Online exam?

The October exam will be administered by ExamSoft using Examplify testing software. Examplify is the same testing software used by the Board of Bar Examiners for its in-person examinations. For this remote exam, Examplify will include ExamID and ExamMonitor, tools that provide identity verification and video and audio recordings for remote proctoring purposes.

What technology is required to take the online exam?

- [Click here](#) for ExamSoft's Frequently Asked Questions for Bar Applicants.
- Applicants will need a reliable internet connection to obtain the password for each exam session, log in, begin each exam session and upload their answer file and monitoring video at the close of each exam session. Internet access is not required throughout the entire exam session. In fact, you will be precluded from connecting to the internet during the majority of each exam session.
- Applicants will be required to use a laptop computer that meets ExamSoft's minimum system requirements with a working internal webcam and microphone. Virtual camera software is not allowed.
- Examplify can be used on most modern laptop computers purchased within the last few years. Currently, only Mac computers and Windows PCs are supported for the online exam. Examplify will not run on Chrome, Android, or Linux operating systems.
- **Minimum System Requirements for Windows PCs** can be found here: https://examsoft.force.com/emcommunity/s/article/Examplify-Minimum-System-Requirements-for-Windows
- **Minimum System Requirements for Mac OS** can be found here: https://examsoft.force.com/emcomunity/s/article/Examplify-Minimum-System-Requirements-for-Mac-OS-X
- Apple product users should be aware that Apple has announced that hardware releases due later this year will utilize Apple silicon microprocessors. If released prior to the October 2020 Online Examination, these Apple devices WILL NOT be supported by Examplify and cannot be used to take the exam.
- Applicants will verify their laptop meets the minimum system requirements when they take the mandatory mock exams.
- Desktop computers cannot be used to take the exam for exam security reasons.

Will my webcam be recording me throughout the entire testing session?

Yes. While you are logged into an exam session, the remote-proctored, online exam will be continuously recorded (for audio and video) and monitored by artificial intelligence.

Can I use two monitors to take the exam?

No. For security reasons, you will not be allowed to use an additional monitor during the online exam. Testing software will detect if additional ports on your laptop are being used during the exam. If you attempt to use two monitors, you will be considered as having engaged in conduct in violation of the Board's online testing policies and could be disqualified from the exam and referred to the Board to Determine Character and Fitness of Bar Applicants.

How does the remote proctoring work?

- The Examplify proctoring software records the applicant (both audio and video) throughout each exam session. Once an exam session is terminated, the software stops recording and an applicant may walk away from the computer and webcam.
- After each exam session is terminated, the monitoring video file will need to be uploaded to ExamSoft. ExamSoft's artificial intelligence program will analyze the file and flag any unusual behaviors, movements, or sounds. The recording will then be reviewed by at least one human proctor to determine whether additional analysis is required. For example, the proctor will review the file to determine whether the flagged noise was a dog barking or the voice of someone assisting the applicant with an answer. The Board anticipates the vast majority of flagged behaviors, movements and sounds to be cleared by the human proctor.
- An applicant's conduct during the exam may result in an investigation for violation of the rules, policies or instructions for the exam and may result in action being taken against the applicant, including, but not limited to, disqualification from the exam and referral to the Board to Determine Fitness of Bar Applicants.
- Proctors will not have access to any personally identifying information for applicants.
- The Board will destroy, or direct ExamSoft to destroy, all monitoring recordings from the examination within a reasonable time after completion of all grading or, where security or fitness investigations are initiated, after resolution of any misconduct charges or fitness proceedings.

SCORING SCALING AND GRADING THE ONLINE EXAM

What score will be required to pass the October online exam?

The passing score remains 270, the score required by the Rules Governing Admission to the Practice of Law in Georgia.

How will the online exam be scored?

- The pass/fail status of applicants taking the October 2020 examination will be based on equal weighting of their score on the MPT and essay portion of the exam and their score on the multiple choice portion of the exam.
- Applicants taking the Attorneys' Exam are exempt from taking the Multiple Choice Examination. Their pass/fail status will be based solely on the score they receive for the MPT and essay portion of the exam.

- If an applicant achieves a total score of 260 or higher but not 270, his or her MPT and Georgia essay answers will be regraded by the Board of Bar Examiners prior to the release of grades.

Will the online exam be scaled?

The online exam will include a 100-question multiple choice test provided by the National Conference of Bar Examiners. NCBE has announced it will neither score nor equate the multiple choice section of the exam. The Board of Bar Examiners has worked with its psychometrician to develop a plan that strives to sustain high exam reliability while maintaining a standard that is reflective of past exams. The methodology centers on converting scores on the 100-question multiple choice test to an MBE-like score, by employing a raw-to-scale conversion plan that utilizes NCBE's historic MBE raw-to-equated scale score transformations.

Who will grade the online exam?

The Board of Bar Examiners will grade the online exam.

When will results for the online exam be released?

The Board of Bar Examiners expects to be able to release scores for the October online examination by the end of December 2020.

POST-EXAM QUESTIONS

What is the deadline for uploading my exam answer files?

- Applicants must upload their answer files from all exam sessions in order for their answers to be graded. **All exam answer files must be uploaded no later than Wednesday, October 7, 2020 at 12 noon, Eastern Time.** Any applicant who does not upload an answer file or monitoring video files or who fails to timely upload an answer file will not have their answers graded.
- Applicants also must upload their monitoring video files for all exam sessions no later than Wednesday, October 7, 2020 at 12 noon, Eastern Time. Any applicant who does not timely upload their monitoring video files may not have their answers graded.

What if I started the exam but was unable to finish the exam?

The deadline to officially withdraw from the October online exam and not be considered as having taken the exam is 3:30 p.m. Eastern Time on Tuesday, October 6, 2020. An applicant who starts the exam but chooses to formally withdraw must call the Office of Bar Admissions at (404) 656-3490 to request withdrawal. The Office of Bar Admissions will provide the applicant a Withdrawal Form that must be executed and timely returned to the Office of Bar Admissions. An applicant who does not follow the Board's withdrawal procedures will be counted as having taken the October 2020 Online Examination and the applicant's answers will be graded.

Will I be able to use my score for Georgia's online exam to seek admission in other jurisdictions?

Because Georgia does not administer the Uniform Bar Examination, the portability of your score for the October 2020 Online Examination will depend on the bar admission rules in the jurisdiction in which you seek admission. You should check with the other jurisdiction to determine whether it will accept your score.