JULY 2021 REMOTE BAR EXAMINATION
FREQUENTLY ASKED QUESTIONS

<mark>UPDATED July 22, 2021</mark>

-Laptop Registration

- Exam Format, Content, and Scheduling

-Technology

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-Scoring, Scaling, and Grading the Remote Exam

LAPTOP REGISTRATION

What is the process for registering with ExamSoft?

- All applicants taking the July 2021 remote exam must pay the laptop registration fee, register with ExamSoft, download the Examplify software, take two mock exams, and download their exam files, even if they registered with ExamSoft for a previous Georgia Bar Examination.
- Applicants eligible to sit for the July 2021 remote exam will receive an email from ExamSoft with instructions for registering their laptop computer, downloading the software, taking the mandatory mock exams, and downloading exam files.

Important Laptop Testing Deadlines – ALL TIMES ARE EASTERN TIME.

Laptop Registration Opens:	June 17, 2021 at 5:00 p.m.
Laptop Registration Closes:	July 1, 2021 at 5:00 p.m.
Laptop Exam Files Download Opens:	July 20, 2021 at 5:00 p.m.
Laptop Exam Files Download Closes:	July 22, 2021 at 5:00 p.m.

EXAM FORMAT, CONTENT, AND SCHEDULING

What subject matters may be covered on the July 2021 remote exam?

- The July 2021 remote exam will be a full length exam (four essay questions on Georgia law, two Multistate Performance Test ("MPT") items, and 200 Multistate Bar Examination ("MBE") questions) covering 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 and 9).
- MBE 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.
- MPT items will be drawn from any substantive area of the law that could be covered in the essay or MBE questions.

What is the format of the July 2021 remote exam?

- Standard applicants will take the exam in multiple test sessions administered over two days: July 27-28, 2021. The MPT and Georgia Essay test sessions will be administered on July 27, 2021, and the MBE test sessions will be administered on July 28, 2021. Applicants testing with accommodations granted under the Americans with Disabilities Act will receive an individual testing schedule from the Office of Bar Admissions.
- There will be a short break between sessions on each day of the exam. Once you complete a test session, you will not be able to return to the question(s) given in that session.

What is the exam schedule?

- Applicants **testing with accommodations granted under the Americans with Disabilities Act** will likely test over four days (Tuesday, July 27, 2021 through Friday, July 30, 2021), and they should follow the schedule they receive directly from the Office of Bar Admissions.
- Applicants **testing under standard testing conditions** should follow the schedule below.
- All times are Eastern Time regardless of where the applicant is testing.

NOTE: The Exact time for Start-Time and End-Time depends on when the applicant starts the session.

DAY 1: TUESDAY, JULY 27, 2021		
Start Time-End Time	**Session**	**Total Time**
8:45 a.m. – 9:00 a.m.	Retrieve MPT Question 1 password and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes
9:00 a.m. – 9:15 a.m.	Start Window. Applicants should start the exam no later than 9:15 a.m.	15 minutes
9:00 a.m. – 10:30 a.m.	**MPT Question 1 Testing Window**	**90 minutes**
10:30 a.m. – 11:00 a.m.	Break	30 minutes
10:45 a.m. – 11:00 a.m.	Retrieve MPT Question 2 password and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes
11:00 a.m. – 11:15 a.m.	Start Window. Applicants should start the exam no later than 11:15 a.m.	15 minutes
11:00 a.m. – 12:30 p.m.	**MPT Question 2 Testing Window**	**90 minutes**
12:30 p.m. – 2:00 p.m.	Lunch Break	90 minutes
1:45 p.m. – 2:00 p.m.	Retrieve Georgia Essays password and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes
2:00 p.m. – 2:15 p.m.	Start Window. Applicants should begin testing no later than 2:15 p.m.	15 minutes
2:00 p.m. – 5:00 p.m.	**Georgia Essays Testing Window (Essays I, II, III and IV)**	**180 minutes**

DAY 2: WEDNESDAY, JULY 28, 2021		
Start Time-End Time	**Session**	**Total Time**
8:45 a.m. – 9:00 a.m.	Retrieve MBE (Questions 1- 50) password and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes
9:00 a.m. – 9:15 a.m.	Start Window. Applicants should begin testing no later than 9:15 a.m.	15 minutes
9:00 a.m. – 10:30 a.m.	**MBE (Questions 1-50) Testing Window**	**90 minutes**
10:30 a.m. – 11:00 a.m.	Break	30 minutes
10:45 a.m. – 11:00 a.m.	Retrieve MBE (Questions 51-100) password and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes
11:00 a.m. – 11:15 a.m.	Start Window. Applicants should begin testing no later than 11:15 a.m.	15 minutes
11:00 a.m. – 12:30 p.m.	**MBE (Questions 51-100) Testing Window**	**90 minutes**
12:30 p.m. – 2:00 p.m.	Lunch Break	90 minutes
1:45 p.m. – 2:00 p.m.	Retrieve MBE (Questions 101-150) password and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes
2:00 p.m. – 2:15 p.m.	Start Window. Applicants should begin testing no later than 2:15 p.m.	15 minutes
2:00 p.m. – 3:30 p.m.	**MBE (Questions 101-150) Testing Window**	**90 minutes**
3:30 p.m. – 4:00 p.m.	Break	30 minutes

3:45 p.m. – 4:00 p.m.	Retrieve MBE (Questions 151-200) password and login. Applicants may begin testing as soon as they have read the instructions and are logged in.	15 minutes
4:00 p.m. – 4:15 p.m.	Start Window. Applicants should begin testing no later than 4:15 p.m.	15 minutes
4:00 p.m. – 5:30 p.m.	**MBE (Questions 151–200) Testing Window**	**90 minutes**

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

- The one-day Attorneys' Examination, which includes the MPT and Georgia Essays test sessions, will be administered on Tuesday, July 27, 2021, at the same time as these test sessions are administered to two-day exam applicants testing under standard testing conditions.

Will the remote exam be open or closed book?

- The Georgia Essays test session of the July 2021 remote exam will be open book. This means that when answering the four 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 the internet, electronic files, or materials of any kind during the Georgia Essays test session.
- The MPT and MBE test sessions will be closed book. Applicants will be required to remove from their testing area all paper notes, paper outlines, and/or paper books used during the Georgia Essays test session before starting another test session.

Where can I take the exam?

- Applicants may take the July 2021 remote exam at the location of their choice provided that it is a well-lit, quiet, and 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 may offer applicants access to such space. If a law school offers testing space and the

applicant plans to take the exam at a law school, it is the applicant's responsibility to make certain 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 must abide by all other exam instructions, including remaining seated and in view of the webcam throughout the entire test session, if required. It is the responsibility of the applicant to ensure all social distancing protocols are followed and no prohibited materials or devices are allowed in the testing area.

- 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?

- Applicants should take the exam in a quiet room, preferably alone, but if not alone, in a location where applicants are sufficiently spaced apart.
- Applicants must use a laptop computer to take the exam. Desktop computers are strictly prohibited.
- Applicants may not have briefcases, purses or bags of any kind, watches, clocks or fitness trackers, external mice, external keyboards, removable media, phones or other electronic devices 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 MPT and MBE test session. During the Georgia Essays test session, applicants may leave the view of the webcam for a limited but reasonable amount of time to use the restroom. If an emergency occurs that requires an applicant to leave his or her seat during an exam session, the applicant must announce the nature of the emergency before leaving the view of the webcam, unless the nature of the emergency prevents such an announcement.
- Applicants may not disconnect the webcam during a test session.
- For the MPT test sessions, applicants may use blank 8 ½ x 11-inch paper and any type of non-digital writing instrument for scratch paper. Use of scratch paper during the MBE test sessions is NOT permitted.
- Applicants may not have notes, bar review materials or other legal reference books and/or materials in their testing space during the MBE and MPT test sessions.
- Applicants may have scratch paper, paper notes, and/or paper books in their testing space during the Georgia Essays test 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 test session.

How do I withdraw from the July 2021 remote exam?

- To withdraw from the exam, you may log in to your application user home page and select "Opt-Out July 2021 Exam."
- An applicant who starts the exam but chooses to withdraw must call the Office of Bar Admissions at (404) 656-3490 to request withdrawal and follow all instructions given by the Office of Bar Admissions.
- For applicants taking the **two-day exam**, the deadline to withdraw from the remote exam and not be considered as having taken the exam is 5:30 p.m. Eastern Time on Wednesday, July 28, 2021. For applicants taking the **one-day exam** (Attorneys' Exam), the deadline to withdraw from the exam and not be considered as having taken the exam is 5:30 p.m. Eastern Time on Tuesday, July 27, 2021.
- An applicant who does not withdraw by the withdrawal deadline listed above will be counted as having taken the July 2021 remote examination, and the applicant's answers will be graded.

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

- Applicants may use scratch paper during the MPT and Georgia Essays test sessions only.
- Applicants will not be allowed to have physical paper or scratch paper in the exam room during the MBE test sessions.
- Applicants may use Examplify's "Notes" feature to outline their answer or take notes. Text in the Notes feature will not be saved or 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 test questions.

What software features will be enabled for the MBE?

- 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 are **strongly** encouraged to familiarize themselves with both the strike out and answer selection features during their mock exam sessions.
- 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. Mock exams will be available for you to download after you register with ExamSoft beginning June 17, 2021 at 5:00 p.m. All applicants must complete two mandatory mock exams before July 1, 2021 at 5:00 p.m. Eastern Time. An optional third mock exam will also be available for download.
- 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, confirm video framing, and confirm your internal camera is working for exam day. Notes and highlighting features will be enabled to allow you to become familiar with them. This mock exam will include questions in a format similar to what applicants will see on the July 2021 remote exam, including essays and an MPT item with legal file attachments.
- Applicants should take the mock exams in the location where they intend to take the July 2021 remote exam to ensure appropriate testing conditions on exam day.
- For additional tips and instructions for using attachments within Examplify, visit https://help.examsoft.com/s/article/Examplify-Tips-for-PDF-Attachments.

TECHNOLOGY

Which software vendor is being used to deliver the July 2021 remote exam?

The July 2021 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 version of Examplify will be required to take the July 2021 remote exam?

Applicants must use the version of the Examplify that has been approved by the Board of Bar Examiners for the July 2021 remote exam. Any previous version of Examplify you may have used to take other exams is NOT allowed.

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 test session, log in, begin each test session, and upload their answer file and monitoring video at the close of each test session. Internet access is not required throughout the entire test session. In fact, you will be precluded from connecting to the internet during the majority of each test 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 or audio 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 July 2021 remote exam. Examplify will not run on Chrome, Android, or Linux operating systems.
- Applicants should review the Minimum System Requirements for using Examplify to ensure their devices are supported. **Minimum System Requirements** can be found here: https://examsoft.com/resources/examplify-minimum-system-requirements
- Applicants will verify their laptop meets the minimum system requirements when they take the mandatory mock exams.
- Desktop computers, Chromebooks, Android devices, iPads, tablets, multiple screens and VGA splitters may not be used to take the July 2021 remote exam.

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

Yes.

Can I use a desktop computer, an iPad, or tablet computer to take the exam?

No.

Can I use two monitors to take the exam?

No.

How does remote proctoring work?

- The Examplify proctoring software records the applicant (both audio and video) throughout each test session. Once a test session is terminated, the software stops recording and an applicant may walk away from the computer and webcam.
- After each test 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.

EXAM DAY

How will I receive exam passwords on exam day?

Each test session will require a separate password that will be released 15 minutes prior to that test session. Passwords for all applicants will be sent to the email address on file with the Office of Bar Admissions. Applicants testing under standard testing conditions may also find their passwords on https://bar.examsoft.io/gabar. Passwords are upper and lower case sensitive and will be comprised of 18-20 randomly generated characters.

NOTE: Applicants should begin the log-in process as soon as the password is available to avoid undue delay should they experience a problem or require technical assistance from ExamSoft at (888) 816-3065. Applicants may begin the test session, even if it is prior to the scheduled start time, once the password is released and they are able to log-in. The software will log them out automatically when they reach the maximum time permitted for each session.

Will I need to show my photo ID at the start of each test session?

No. The Examplify proctoring software will take your picture at the start of each test session and compare it to the baseline photograph submitted during your mock exam. If an applicant is required to wear a facial covering or mask during any test session for health and safety purposes, the applicant must briefly remove the mask while sitting in front of their laptop's internal camera at the beginning of the test session for identification purposes.

What if I cannot log in to an exam file or experience a problem during a test session?

Technical issues during the exam are rare, but if your laptop freezes or you have a technical issue during a test session, most issues can be resolved by rebooting your laptop computer. To reboot, you should immediately take the following steps:

1. Do NOT attempt to exit from the exam as you will be unable to re-enter.

2. Press and hold the power button of the laptop until it is completely off. To confirm that your laptop is completely off, the screen backlight will be completely black and there will be no fan sounds emitting from the laptop itself.

3. Wait five seconds, then restart your laptop by pushing the power button again.

4. When Examplify restarts, it will return you to within 59 seconds or less of where you left off with your answer.

Will I lose testing time if I experience technical difficulties during the exam?

It depends. If your laptop freezes or you are forced out of an exam file, the testing clock for that test session will stop until you re-enter that exam file and will return you to within 59 seconds of where you left off with your answer. If you experience difficulties but remain within an exam file, the testing clock for that test session will continue to count down.

May I leave the camera view to use the restroom during a test session?

It depends on the test session. The National Conference of Bar Examiners requires that applicants stay within the framed view of their laptop's internal camera at all times during MPT and MBE test sessions. Applicants may leave the framed view of their laptop's internal camera to use the restroom, if necessary, during the Georgia Essay test session.

Is there a dress code for the exam?

The July 2021 remote exam is a monitored, professional licensure exam. Applicants should wear appropriate clothing during all test sessions.

May I speak out loud during the exam?

Any form of speaking is **NOT ALLOWED**, including reading exam questions out loud or talking to another person during any test session.

May I vape or smoke during the exam?

No. Vape pens, cigarettes, lighters, and matches are not allowed in the testing area.

Will my answer and monitoring files automatically upload between test sessions?

Yes. Once you complete a test session and your laptop reconnects to the internet, your answer and monitoring files for that session should begin to upload. However, you do not have to wait until the answer and monitoring files finish uploading to start the next test session. If the files are not fully uploaded before the start of the next test session, the upload will pause and resume once an internet connection is re-established after the subsequent test session is completed.

NOTE: You will need a minimum internet speed of 2Mpbs to upload exam answer and monitoring files. The monitoring file for a 90-minute exam session generally should take about 15 minutes to upload but could take longer, depending on your internet speed. The faster the internet speed, the faster the exam answer and monitoring files will upload. **The deadline for uploading your answer files and monitoring files is Thursday, July 29, 2021 at 12:00 noon, Eastern Time.**

POST-EXAM

What is the deadline for uploading my exam answer files and monitoring files?

All exam answer files and monitoring files must be uploaded by Thursday, July 29, 2021 at 12 noon, Eastern Time. Any applicant who does not upload answer files or fails to timely upload an answer file will not have their answers graded.

NOTE: If rebooting your laptop as described above does not restart the test session, you should leave the camera view to retrieve your cell phone and immediately contact ExamSoft support at (888) 816-3065. Once the issue is resolved and before you resume the exam, you must remove the cell phone from the testing area.

SCORING, SCALING, AND GRADING THE REMOTE EXAM

What score will be required to pass the July 2021 remote exam?

A score of 270 or higher is required to pass the Georgia Bar Examination.

How will the remote exam be scored?

- The pass/fail status of applicants taking the July 2021 examination will be based on equal weighting of their score on the MPT and essay portions of the exam and their score on the MBE.
- Applicants taking the Attorneys' Exam are exempt from taking the MBE. Their pass/fail status will be based solely on the score they receive for the MPT and essay portions of the exam.
- If an applicant achieves a total score of 265 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.

Who will grade the remote exam?

The Board of Bar Examiners will grade the July 2021 remote exam.

When will results for the remote exam be released?

The Board of Bar Examiners expects to be able to release scores for the July 2021 Remote Bar Examination by the end of October 2021.