

**COLORADO SUPREME COURT BOARD OF LAW EXAMINERS
(303) 866-6626**

**INSTRUCTIONS AND SCHEDULE FOR THE COLORADO BAR EXAM
Tuesday and Wednesday, February 28 – 29, 2012**

ADMISSION BADGES WILL BE MAILED on or about Tuesday, February 7, 2012. Badges will be mailed only to those persons who have completed their applications.

INCLEMENT WEATHER. The Colorado Bar Examination will be administered in accordance with the schedule below, regardless of severe weather or disaster.

EXAMINATION AUTHORITY. The Colorado Supreme Court Board of Law Examiners staff administers the Colorado Bar Examination. Candidates are expected to conduct themselves in a professional and courteous manner, particularly when interacting with the Board's staff and test proctors. Any candidate engaging in improper conduct or behaving in an unprofessional or discourteous manner when interacting with the Board's staff, test proctors or facility personnel may be disqualified and removed from the examination site.

IMPROPER CONDUCT. Candidates may be disqualified and removed from the examination site for any of the following reasons:

- giving or receiving help during the examination
- attempting to take the examination for someone else
- using unauthorized notes, books, calculators, wrist watches/timepieces, notations or other aids
- failure to follow written and/or verbal instructions
- possession or use of photographic, recording or transmission devices
- writing on any material other than what is provided by the Board for the purpose of note taking during a session
- removal of examination materials or notations of any kind from the examination
- refusal to comply with time allotments or examination administration procedures
- disrupting other candidates
- communicating with other examinees during test sessions
- discussion of examination content with other examinees
- any other breach of conduct

After the Examination:

- reproduction or disclosure of examination content in any manner, (including unauthorized notations or engaging in discussion of examination content with anyone other than examination personnel, whether verbally, in writing or through internet sources, blogs, chat-rooms, or other means)

Any incidents as described above will be reported to the Board of Law Examiners Bar Committee (*character and fitness*) for evaluation of the candidate's moral and ethical fitness for admission to practice law in Colorado and may result in the denial of your application for admission to the Bar of the State of Colorado.

PROHIBITED CLOTHING AND NON-ESSENTIAL ITEMS. Only those items needed to take the examination will be permitted in the lower level lobby and ballroom (testing area). **Prohibited items discovered during the examination will be confiscated, the individual will be removed from the exam and exams will be nullified. The following items are prohibited.**

- purses, bill-folds or wallets, backpacks, computer bags, canvas bags, and other similar items such as plastic grocery or garbage bags
- garments with cargo pockets (*garments will be subject to search at any time during exam*)
- winter coats, down vests and other outerwear, hooded sweatshirts and sweaters, sport jackets
- hats, bandanas, headbands, costume headgear and other head coverings
- neckties, neck scarves, and other clothing accessories
- garments with hoods, pockets, linings or significant bulk
- cell phones and all other electronic communication devices
- calculators, data organizers, or other digital or electronic storage devices
- photographic, recording and transmission devices
- timepieces of any kind, including wristwatches, stop watches or table clocks
- sound emitting devices
- sound suppression or noise canceling headphones or shooters' muffs
- notes and other study materials (published and unpublished) in any format
- paper items of any kind (*including these Exam Instructions and Schedule*), whether blank, printed, or written upon, including similar items such as food, candy and gum wrappers
- highlighters, mechanical pencils and erasable ink pens
- correction fluid, tape, or pens such as White Out products
- beverages and beverage containers other than a clear re-sealable (twist or pop top) plastic bottle
- costume jewelry and eyeglass cases
- earplugs, headphones or shooter muffs
- weapons of any kind

The Board reserves the right to prohibit any item not specifically referenced in this document, at any time during the examination. Prohibited items may be confiscated and returned only at the end of the examination. Belongings and clothing may be subject to search.

EXAM LOCATION. The exam will be administered in downtown Denver at the Colorado Convention Center, 700 14th Street, Denver Colorado in the Mile High Ballroom. Enter the building through the main entrance from 14th Street and proceed down the grand concourse (F) (to the right of the information desk). Follow the signs to "Meeting Room 401" where you will secure all personal belongings. Candidates will be confined to the lower level Mile High Ballroom and pre-function ballroom lobby during all exam sessions. *If you are an applicant receiving test accommodations, your exam may be administered in a different location. Please review carefully your Individual Examination Schedule for times and location of your examination.*

1. **Before proceeding to the test area, all non-essential belongings must be secured in Meeting Room 401, (located on the main level across from the escalators leading to the lower level test room entrance). This is an empty room with no storage compartments or other amenities. Belongings will be placed on the floor among those of other examinees, which may look alike.** Therefore, bring only what you need and identify your things with your name. This room will be locked during exam sessions. It will be opened for access only during the lunch break and at the end of the afternoon session. Do not leave your belongings outside of Meeting

Room 401; they will be confiscated by building security and must then be retrieved from the security office at the end of the examination. The Board of Law Examiners assumes no responsibility for lost or stolen items. **Bring no valuables.**

2. Admission Badges: Two badges are needed for admission to the exam (one for each exam day). The badges reflect your name, mailing address, seat number and test method on them. Bring with you to the exam, the appropriate badge and a current, government-issue picture identification (such as a driver's license). **You will not be permitted entry to the testing area without your badge. Picture identifications will be verified once you are seated.** Badges will not be available at the door.

- a. Before entering the test area, affix your badge to your clothing in such a way that test proctors are able to inspect your badge whether you are seated or standing. Badges must be worn at all times during the exam.
- b. Unless otherwise authorized, only candidates scheduled for the examination will be permitted to enter the test area. Family members and friends are NOT permitted in the test area.

3. Items permitted in the test area:

- a. A lightweight sweater or sweatshirt without hood or pockets
- b. One clear, resealable plastic bottle of water or other non-alcoholic beverage (*no glass containers*). All other beverage containers are prohibited.
- c. A cushion or pillow (not to exceed dimensions of a standard size bed pillow). No pillowcases or other removable covers.
- d. Soft-soled shoes are encouraged. Winter or above the ankle boots are discouraged and will be subject to search at any time during the exam.
- e. The following items, while permitted, must be contained in a clear, transparent (*see-through*), sealable, plastic baggie, no larger than gallon size. All wrappings and packaging must be removed. Pockets must be empty.
 - pens or pencils (*no highlighters or mechanical pencils*)
 - a small pencil sharpener not exceeding 2" x 2"
 - prescription medications, over the counter pain relievers, cold and allergy remedies
 - small snacks to the extent they do not disturb other examinees, such as dried fruit, soft candies, etc.
 - feminine hygiene products (*may be individually wrapped*)
- g. Laptop computer (*if you are so registered*), extension cord, surge protector, peripheral mouse and USB memory stick. **Laptop cases, peripheral keyboards and other laptop accessories and devices are not permitted.**
- h. Belongings must be ready for inspection before entering the testing area. All pockets must be empty.

4. **Special equipment, furnishings and/or medical aids and devices** (i.e. crutches, canes, and casts) must be medically documented necessities and pre-authorized at the time an application is filed. Last minute requests will be denied except in extraordinary circumstances.

You will be admitted to the lower level testing area only after staff has completed pre-exam preparations. Computer test takers will be admitted to the test room first, writers last. Upon entry to the test room, proceed directly to your assigned seat and place your picture ID, face-up, on the table where it must remain during all exam sessions. Seat assignments have been designated according to your requested seating preference and method of testing (computer/writing).

ATTIRE. The temperature in the examination room will be comfortable; however, comfort levels vary between individuals. Therefore, you are strongly encouraged to dress for fluctuating temperatures in examination rooms (layers of clothing are recommended). In consideration to other applicants, it is required that body fragrances such as perfumes, after shaves, etc. not be worn during testing. Clothing may be subject to search.

RULES AND RESTRICTIONS DURING EXAM SESSIONS. Persons who fail to comply with the requirements and/or restrictions set forth in this schedule will be dismissed from the examination without exception. Do not risk exclusion from the exam by challenging these policies on the day of the test. There will be no deviations from this policy.

- no smoking in the facility
 - sit only in your assigned seat
 - you must be seated the last five minutes of each exam session
 - no breaks may be taken the last 5 minutes of each exam session
 - breaks must be limited to 5 minutes
 - no talking with other examinees
 - no removal of test materials from the test room
 - no use of any communication devices at any time, even if you finish the exam early
 - picture ID must remain face-up on the table
1. **Breaks** will be permitted but limited to 5 minutes; you are not permitted to leave the test area until you are dismissed from the test session.
 2. **If a break is taken do not leave exam materials at your seat.**
 - a. Place all of your exam materials in your manila envelope and secure the envelope with a proctor.
 - b. **If you are using a computer**, also block your screen by selecting ‘View’ then ‘Hide Exam’ in the SofTest menu.
 3. **Use only those restrooms located in the lower level pre-function area of the ballroom (test room).** Failure to comply with this restriction will preclude re-entry to the test room. No additional test time will be granted to make up for time lost during the session due to absence from the room or tardiness.
 4. **Do not, at any time, remove your test materials from the test room or enter the rest rooms with your exams.**

EARLY COMPLETION OF THE EXAM. Some individuals will not require the full time allocated to complete the exam. However, the last fifteen to thirty minutes of the exam are crucial to many. Distractions during this time could mean the difference between success and failure.

If you finish the exam session early, you may secure your exam materials with a proctor and take a break, but you must remain in the test area. Retrieve your exams from your proctor and return to your seat for the last 5 minutes of the session.

EXAM SCHEDULE. Examinees will vacate the test room and lower level pre-function area during the lunch breaks. Please be aware that in the event of an unanticipated delay or interruption to the morning exam schedule the lunch break could be shortened. Following the lunch break, doors will reopen at approximately 1:00 p.m. Prepare to show your admission badge upon re-entry following the noon hour.

TUESDAY, FEBRUARY 28, MULTISTATE ESSAY EXAM (MEE) AND MULTISTATE PERFORMANCE TEST (MPT): Wear your Tuesday Admission Badge

- 7:30 a.m. Computer test takers admitted to the test area.**
- 7:45 a.m. Writing test takers admitted to the test area.**
- 8:15 a.m. MEE morning session begins. **YOU MUST BE IN YOUR ASSIGNED SEAT.**
- 9:00 a.m. (*Time approximate*) Test begins. Once administrative procedures have been completed test clocks will be reset to 9:00 a.m.
- 12:00 p.m. End of MEE morning session. You must be in your assigned seat during the last 5 minutes of the session. Once all test materials have been collected and counted you will be dismissed and required to vacate the test area until the doors reopen at approximately 1:00 p.m.
- 1:00 p.m. Doors reopen. Proceed to your assigned seat; place your picture ID face-up on the table.
- 1:15 p.m. MPT afternoon session begins. **YOU MUST BE SEATED AT THIS TIME.**
- 1:30 p.m. (*Time approximate*) Test begins. Once administrative procedures have been completed, test clocks will be reset to 1:30 p.m.
- 4:30 p.m. End of MPT afternoon session. You must be in your assigned seat at this time. Once all test materials have been collected and counted you will be dismissed and required to vacate the test area.

WEDNESDAY, FEBRUARY 29, MULTISTATE BAR EXAM (MBE): Wear your **Wednesday Admission Badge**. Bring at least **four sharpened #1 or 2 soft-lead pencils** (*no mechanical pencils or hi-liters*). **Pencils will not be provided.**

- 8:00 a.m. **All test takers are admitted to the test area** – Proceed to your assigned seat and place your picture ID face-up on the table.
- 8:30 a.m. MBE morning session begins. **YOU MUST BE SEATED AT THIS TIME.**
- 9:00 a.m. (*Time approximate*) Test begins. Once administrative procedures have been completed, test clocks will be reset to 9:00 a.m.
- 12:00 p.m. End of morning session. You must be in your assigned seat during the last 5 minutes of the session. Once all test materials have been collected and counted, you will be dismissed and required to vacate the test area until the doors reopen at approximately 1:00 p.m. Prepare to show your admission badge upon re-entry.
- 1:00 p.m. Doors reopen. Proceed to your seat assignment and place your picture ID face-up on the table.
- 1:15 p.m. MBE afternoon session begins. **YOU MUST BE SEATED AT THIS TIME.**
- 1:30 p.m. (*Time approximate*) Test begins. Once administrative procedures have been completed, test clocks will be reset to 1:30 p.m.
- 4:30 p.m. End of afternoon session. You must be in your assigned seat during the last 5 minutes of the session. Once all test materials have been collected and counted, you will be dismissed and required to vacate the test area.

ESSAY– TUESDAY, FEBRUARY 28. The Multistate Essay Exam and Multistate Performance Test is a 6-hour test day, 3 hours in the morning (MEE) and 3 hours in the afternoon (MPT).

1. **A manila envelope** reflecting your name and seat number will be distributed once the session begins. **Do not open the envelope until told to do so.** Check the label on the envelope to ensure that it reflects your name and seat number and the letters AM or PM for the respective test session.
2. **The AM envelope** will contain one MEE test booklet (consisting of six essay questions numbered 1 – 6) and several sheets of colored scratch paper for use in formulating your answers. Answer sheets will be included for those writing the exam.

The PM envelope will contain two MPT test booklets and several sheets of colored scratch paper for use in formulating your answers. Answer sheets will be included for those writing the exam.

3. **If you are WRITING the exam answer sheets are lined. Limit your answers to one line of writing for each printed line on the page. Do not write in the margin below the last printed line on the page.**

- a. Essay answer sheets consist of two pages stapled together as one set for each question and should not be separated. Lines are printed on 3 sides of each set. **Essay answers may not exceed 3 sides of writing. Use the front and back of the first page** and conclude your answer on the additional page if needed. Each essay answer sheet includes space at the top for identifying the question number and your seat number. In the event pages become separated during grading, identifying every page will ensure your complete answer is graded.
 - b. PT answer sheets consist of 3 pages stapled together as one set and should not be separated. Lines are printed on the front and back of all three pages. **PT answers may not exceed six sides of writing.**
 - c. **Use only BLACK, non-erasable, ballpoint, cartridge, or hardhead felt-tip pens** (*no pencils*). Black ink ensures a clear, legible copy. Other colors tend to fade in the scanning and photocopy processes necessary for exam grading. The Board will not be responsible for illegible copies resulting from the use of colors other than black. Correction fluid may not be used to correct errors within your answer. Instead, scratch them out and begin again.
4. **Seat numbers and Question numbers must be clearly legible** at the top of each answer sheet, as these are the only means by which your answers will later be identified for scoring. If you are using a computer, these numbers will automatically appear on your answers when they are printed from ExamSoft software. No other identifying information should appear on your answer sheets.
 5. **Spend a significant portion of your time on each question** thinking about and planning your answer. Try to answer every question. **Points may be acquired on a question even though your answer may be incomplete.**
 6. **Scratch paper** provided in your envelope may be used for notes in formulating your answers, but be aware that only the answer sheet will be graded. If the number of answer sheets submitted for any question exceeds the number of answer sheets authorized for that question the more complete answer will be graded and the remainder will be destroyed.
 7. **When instructed to open your envelope**, you will be asked to complete a number of tasks before the test begins. **Do not break the seal on your test booklets until you are instructed to do so.**
 8. **The average time allocated** for each **essay question** is 30 minutes and for each **Performance Test Question**, 90 minutes. Questions may be answered in any order.
 9. **At the end of the morning and afternoon sessions** all test materials, including scratch paper, test booklets and any unused answer sheets must be returned to the envelope. A proctor will collect your envelope.
 10. **When the signal is given that the exam session has ended**, stop writing or typing immediately (even if you are in the middle of a word or sentence). Failure to stop writing or typing when the signal is given may constitute an ethical violation and could result in the nullification of your answers.

- a. **For those who are writing the exam**, gather your answer sheets in consecutive order with Essay #1 on top in the morning and MPT-1 on top in the afternoon. Written answers that are not secured in the envelope will not be graded. It is the responsibility of each candidate to ensure that:

- 1) all answers accurately reflect the question number and seat number;
- 2) all answers are submitted in the envelope for grading; and
- 3) all test booklets, scratch paper and unused answer sheets are placed in the envelope.

- b. **For those who are using a computer for the exam**, a back-up of all exams will be created using your USB memory stick at the end of the PM session only. **USB memory sticks will not be returned.**

11. Hand the envelope to the proctor as he/she comes to your seat. All candidates must remain seated until exam materials are accounted for.

ADDITIONAL INFORMATION FOR COMPUTER TEST TAKERS

1. Bring your laptop computer, extension cord, surge protector, and a USB memory stick. Computer cases must be secured in Room 401. They will not be permitted beyond the stairs/escalators or elevator descending into the lower level pre-function test area.
2. **Arrive no later than 7:30 a.m.** to allow sufficient time for locating your seat assignment, setting up your equipment and checking to ensure SofTest will launch successfully. Upon your arrival, you will be provided with written pre-exam instructions. Follow the steps as described in the instructions. These instructions will include the password required to launch SofTest.
3. Immediately upon locating your seat assignment, set up your computer and follow the steps described in the Pre-Exam Instructions. ExamSoft technical engineers will be available to assist you in the event you encounter technical difficulties with your equipment. However, the exam will not be delayed for persons who may require technical assistance before the exam. **Therefore, before exam day, familiarize yourself with your equipment, be certain that you have installed the latest version of SofTest, registered your computer at www.examsoft.com/cobar and downloaded the two exam files (AM and PM) to which your answers will be saved.** You will be required to write the exam if you fail to complete the software and file download by the applicable deadline.
4. **When you launch SofTest on exam day the 4- or 5-digit application number (assigned to you by the Board of Law Examiners when your application was filed), will pre-populate the Applicant ID field. This number will be converted to your seat number assignment when your exams are later printed for grading.**
5. **Additional time will not be granted** for time lost due to computer or electrical outlet failure. In the event of computer or electrical outlet failure, be prepared to continue the exam by writing your answers only on lined answer sheets only. They may be obtained from your proctor.
6. Answers will be typed and saved to the AM and PM exam files previously downloaded to your computer. At the end of the afternoon session, you will be instructed to make a back up of both your AM and PM files using your USB memory stick. Your envelope containing all test

materials will be collected while you complete a back up of your exams. When your back up is complete, wrap your Tuesday admission badge around the USB memory stick and wait for proctors to collect them. In the event you encounter difficulty creating a back up raise your orange flag for technical assistance. One memory stick (512 mb) should be sufficient for creating a back up of both the AM and PM answer files. Please note, USB memory sticks will not be returned and answer files will be purged 60 days following the announcement of the exam results.

7. **MEE answers** will be limited to 5000 characters. **MPT answers** will be limited to 12000 characters.
8. **There will be no opportunity** to review a printed copy of your exam answers. All essay answers must be reviewed on screen prior to the conclusion of each exam session. Once you have been dismissed for the day, you should return to your home, hotel or other location with Internet connectivity and upload your answer files. **“Instructions for Uploading Your Computer Answer Files”** may be reviewed on the Board’s website at: <http://coloradosupremecourt.com/BLE/ExamInfo.asp>. The Board’s staff will retrieve your exam answers from the ExamSoft server on Wednesday, February 29, 2012. **You must upload your answers no later than 6:00 a.m. February 29, 2012.**

MBE – WEDNESDAY, FEBRUARY 29: The MBE is a 6-hour test – 3 hours in the morning and 3 hours in the afternoon. Proctors will distribute a sealed test booklet containing 100 questions. **Do not break the seal or open the test booklet until instructed to do so.** Spaces on the answer sheet must be blackened with a **#1 or 2 soft-lead pencil** (*no mechanical pencils or hi-liters*). **No credit will be given for questions answered in the test book.** You must supply your own sharpened #2 soft-lead pencils. Remove pencils from their original packaging and sharpen them before arriving. A limited number of pencil sharpeners will be available for emergency use. No deductions are made for incorrect answers; thus, you should attempt to answer every question.

RESULTS. Examination results are tentatively scheduled for release on **Friday, May 11, 2012**. Test Scores will be mailed to the most recent address on file with the Board. Names of those passing the exam will be posted on the Board’s web page at: <http://coloradosupremecourt.com/BLE/ExamResults.htm> on the **afternoon of Thursday, May 10, 2012**. This date is subject to change. **Do not call the Board's office to inquire about your results.** Examination results will not be available by telephone.

Bar result notices will refer you to the above referenced web page for important mandatory procedures, which must be completed prior to attending the admission ceremony. Also posted on the web page are informational bulletins explaining your bar results, additional conditions which may be required prior to taking the oath of admission, and relevant deadlines and procedures. Be certain to read all bulletins regardless of whether or not you are successful on the exam. If you have not received your results by **Friday, May 18, 2012**, you may contact the staff assistant assigned to your application for further instructions.

NOTE that in accordance with Rule 201.13, C.R.C.P., **the exam results will be final 60 days following the date results are announced.**

For information about public transportation, go to: www.rtd-denver.com, telephone (303) 299-6000. For Convention Center information, floor plans and parking rates, go to:

www.denverconvention.com. For information on overnight accommodations go to:
www.denver.org, or call the Denver Visitors Information Center, (303) 892-1505.