

## COLORADO SUPREME COURT OFFICE OF ATTORNEY ADMISSIONS

### INSTRUCTIONS AND SCHEDULE FOR THE COLORADO BAR EXAM Tuesday and Wednesday, July 28 and 29, 2020

- University of Colorado Law School-Wolf Law Building: 2450 Kitteridge Loop Rd, Boulder, CO 80309
- Denver Mart: 451 E. 58th Ave, Denver, CO 80216
- University of Denver-Sturm College of Law: 2255 E. Evans Ave, Denver, CO 80208

**COVID-19 Applicant Agreement/Declaration:** Applicants sitting for the Colorado July 2020 bar exam must execute an Applicant Agreement and Applicant Declaration (Agreement/Declaration) by July 22, 2020. All Applicants will be asked to reaffirm the truthfulness of the Agreement/Declaration on both days of the exam. If an Applicant does not submit this Agreement/Declaration by the deadline, their bar exam application will be transferred to the February 2021 bar exam. Click [here](#) to complete the Agreement/Declaration online. Pre-screening is also being completed with all individuals assisting with the administration of the exam.

**COVID-19 Health Questionnaire:** The Colorado Supreme Court Office of Attorney Admissions deeply cares about the health and safety of you, your family, our staff and proctors, and the communities in which we operate. To that end, we continue to work closely with local public health agencies to take extra precautions to help prevent the spread of COVID-19. To reduce the potential risk of exposure to individuals attending and staffing the exam, you will be required to complete a simple short screening questionnaire (less than 1 minute) between 5:00 pm and 9:00 pm on the evening before each day of the bar exam. **IF YOU DO NOT COMPLETE THIS QUESTIONNAIRE YOU MAY BE DENIED ENTRANCE TO THE EXAM.** A sample of the health questionnaire can be located [here](#). An email will be sent to you regarding how to complete this questionnaire through an online, secure portal. The health questionnaire is also being completed by all individuals assisting with the administration of the exam.

**Additional DU Law School Protocol:** All examinees testing at DU Law School have received an email from the University of Denver about school requirements for visitors on campus. **ALL TEST TAKERS and STAFF must complete the OAA Health Questionnaire AND the DU Health Questionnaire prior to coming to the testing site. IF YOU DO NOT COMPLETE THIS QUESTIONNAIRE YOU MAY BE DENIED ENTRANCE TO THE EXAM.** DU's Health Questionnaire must be completed within two hours of coming to campus; do NOT complete the DU questionnaire the night before the exam. OAA's health questionnaire must be completed the night before and during entrance check-in, you will be asked if you have any changes to your answers. Please review the University of Denver visitor protocol [here](#). The University's visitor protocol contains a link to their health questionnaire. More information about completing DU's questionnaire will be provided when available.

**EXAM ENTRY TICKET:** Admission entry tickets will be uploaded into your online application account in PDF format; it will be located in the "Administrative Documents" section in your application. The document outlines which exam site and entry group you are assigned to along with your entry time. You will need to present this letter at the exam prior to health screening and entry.

**Exam Entry Tickets will be uploaded only to those persons who have completed their eligibility requirements to sit for the examination. If you have not yet been cleared to sit for the exam, please follow-up with your licensure analyst.**

**EXAMINATION AUTHORITY:** The staff for the Colorado Supreme Court Office of Attorney Admissions (OAA) administers the Colorado Bar Examination. Candidates are expected to adhere to the safety protocols and conduct themselves in a professional and courteous manner, particularly when interacting with healthcare personnel, security, staff, test proctors and facility personnel. Any candidate not following the health and safety protocols, engaging in improper conduct or behaving in an unprofessional or discourteous manner may be disqualified and removed from the examination site.

**RULES AND RESTRICTIONS:** Persons who fail to comply with the requirements (including health and safety protocols) and/or restrictions set forth in these instructions 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.**

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

- Exhibiting symptoms of Covid-19.
- Refusing to wear a mask.
- 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.
- Using unauthorized pens; pencils (***pens and pencils will be provided to you***).
- 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 at the exam for the purpose of note taking during exam sessions.
- 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.
- Behaving in an unprofessional or discourteous manner when interacting with others.
- Being under the influence of alcohol or illegal drugs.
- Failing to report to OAA or its proctors any observations or suspicions relating to any of the examples of improper conduct on this list.
- Engaging in 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 social media, blogs, chat-rooms, or other means).

Any such incidents will be reported to the Character and Fitness Committee for assessment of your 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.

**FRAGRANCES:** Some individuals are hyper-sensitive or allergic to the scents and/or chemicals found in body fragrances such as perfumes and after shaves. Please do not wear them.

**ATTIRE:** Ventilation at the testing locations may be adjusted to increase air circulation with outside air. Therefore, indoor temperatures may fluctuate as the warmer air from outside is cycled through the air conditioners. In some testing areas, windows and doors will remain propped open to increase air circulation. We recommend that examinees wear clothing (without pockets) that allows them to adjust to changing temperatures. Therefore, you are strongly encouraged to dress for fluctuating temperatures in examination rooms (layers of clothing are recommended). Soft-soled shoes are encouraged. Clothing may be subject to search.

**Prohibited clothing items** include, but are not limited to:

- **Pockets are prohibited** to the extent that their design would allow even a small item to be stowed out of sight.
  - ✓ Generally, pants designed with small form fitting pockets such as those found on regular style blue jeans are acceptable.
  - ✓ Any allowable pockets must be empty at all times.
  - ✓ No cargo-style pants with deep pockets.
- Hooded or pocketed sweatshirts or sweaters.
- Outdoor coats and garments with linings or significant bulk.
- Hats, bandanas, headbands, headgear and other head coverings\*, excluding face masks. Face masks must be worn.
- Scarves, neckties, and other clothing accessories, excluding face masks. Face masks must be worn.
- Jewelry (*please contact our office if you have permanent piercings that cannot be removed*)
- Eyeglass cases.
- **All garments and accessories are subject to search at any time during exam sessions.**
- Heavy or above the ankle boots are discouraged and will be subject to search at any time during the exam.

\*If you wear a head covering for religious purposes, a supervisor will accompany you to a private area for inspection of your head wear. This inspection must be repeated prior to the start of each test session.

**TESTING SITE ENTRY:** Please bring your Entrance Ticket to the exam site; either print it out or download to your mobile device. The Entrance Ticket provides your assigned testing site, designated entrance, time of entry, group number, zone, room or room number, and seat number.

Ground markings will be spaced six-feet apart. Please have your ID and exam entry letter readily available. OAA will have your photo card for verification (the photo uploaded into your account); however, proctors may need to view your ID at entry. Please have your mask on at all times while standing in the queue.

Upon entry to the test site, proceed to the designated area for your personal belongings. Examinees will be confined to the designated test zone during all test sessions.

### **PERSONAL BELONGINGS:**

OAA does not have bags to provide for stowage of your personal belongings. Please bring your items in a bag(s) that makes it easy to store all your items. Remember to leave your cell phone in your bag and turn it off (and remember your seat number). Cell phones will not be permitted at your desk.

If you printed your Entry Ticket, stow it with your personal belongings. Paper must not be brought to your testing desk; that includes post-it notes or other pieces of paper that can be written upon. Please see a proctor if you need assistance.

- **Before proceeding to your assigned seat all non-essential belongings must be secured in an area designated for such items. Belongings will be placed on the floor or on tables among those of other examinees, which may look alike.** Therefore, bring only what you need and clearly identify your belongings with your name.
- **The Office of Attorney Admissions assumes no responsibility for lost or stolen items.**
- Access to personal belongings will only be permitted during the lunch break and at the end of the afternoon sessions.

Law Schools Testing Sites: Personal belongings that are not permitted at your desk (see below for details) will be left outside the classrooms. Proctors will be stationed in the hallways if you need assistance.

The Denver Mart: Tables are provided through-out Pavilion I & II, Forum 1, 2, & 3, and EXPO II & III for stowing your personal belongings bag. Signs will be posted designating the areas. Examinees testing in EXPO I who have been assigned a testing room number, stow your personal belongings inside the entrance to your room by the door.

After stowing your personal belongings, take your permitted items to your assigned seat. Please place your picture ID, face-up, on the table where it must remain during all exam sessions.

**PERMITTED BELONGINGS AT YOUR TESTING TABLE OR DESK: Only the Permitted Items identified below may be at your desk during the exam.** Proctors will view your testing area from a distance to ensure compliance with these rules. You may not access your personal belongings during a test session. Please remember to place your permitted items at your testing station prior to the start of the exam. If you forgot an item, you will not be able to retrieve it once the exam instructions have started. If you have a pre-packaged drink or food at your testing table –

please remember to remove bottle and food wrappings prior to the start of the exam; do not keep the trash at your desk but dispose of it prior to the start of the exam.

**NON-ESSENTIAL ITEMS:** Prohibited items discovered at your desk during the examination will be confiscated; you may be removed from the exam and your exams may be nullified.

**ITEMS OAA PROVIDES AT YOUR DESK:** OAA has pre-bagged in a clear, plastic bag the following items that will be pre-set at the testing desk for both days of the exam: a pen, two pencils, a highlighter, small handheld pencil sharpener and two sets of ear plugs. Room proctors will have extra of all of these items for your use, if needed.

**ITEMS OAA PROVIDES AT THE TESTING SITE:** KN95 masks, tissues, hand sanitizer, disinfectant wipes, and disposable nitrile gloves.

**ITEMS PERMITTED AT YOUR DESK:** The following items, while permitted at your seat, must be contained in a clear, transparent (*see-through*), sealable, plastic baggie, no larger than gallon size (any item **NOT** on this list may be deemed prohibited):

- Your own personal mask(s).
- A small, personal hand sanitizer, disinfectant wipes, and small, travel-sized tissues. Tissues in a box are not allowed; tissues removed from the box are allowed.
- Eye glass spray and cleaning cloths; eye glass cases must be stored with your personal belongings. *Remember to store your sunglasses with your personal belongings prior to the start of the exam.*
- A lightweight sweater or sweatshirt, **no hoodies or pockets.**
- Plastic bottle(s) of water or other non-alcoholic beverage (*no glass containers*). **All labels must be removed.** All other beverage containers are prohibited. Extra water/drinks may be stowed with your personal belongings. (*Please note that water fountains will not be available.*)
- A cushion or **regular-sized** bed pillow (no Queen, King or oversized pillows). *No pillowcases or removable covers.*
- Over-the-counter medication must be removed from the boxes. Prescription medication should be left in their containers as required by law.
  - Prescription medications, over the counter pain relievers, cold and allergy remedies, and asthma inhalers.
  - Small snacks to the extent they do not disturb other examinees, such as dried fruit, soft candies, etc. **All packaging must be removed.**
  - **DO NOT** bring snacks containing peanuts.
  - Feminine hygiene products (*may be individually wrapped*).
  - *A small pencil sharpener not exceeding 2" x 2" and an eraser (note: OAA is providing a pencil sharpener at your desk).*
- Laptop computer (*if you have registered to use a computer*), extension cord (6 ft.), surge protector, and **corded** peripheral mouse (*if desired*), a back-up computer charging cord. *Remember to remove all laptop covers.*
- Permitted items may be inspected at your testing table.
- Special equipment, furnishings and/or medical aids and devices (i.e. crutches, canes, casts and insulin pumps) **MUST** be medically documented necessities and **pre-authorized** at the time an application is filed. *Please contact our Office immediately if you have not already or have a recent injury requiring the use of these items.*

**LUNCH BREAK:** We recommend that you bring extra water that will last the full day and, depending on whether you will order an available lunch for delivery (see below), a lunch that can be stowed with your personal belongings. Water fountains will not be available for use. Small, travel coolers or lunch coolers are allowed, but must be stored with your personal belongings.

At the conclusion of the AM test session and after all testing materials have been collected, the proctors will ask examinees who wish to exit the building for lunch to depart first, in a staggered, controlled exit. Examinees who stay in the testing room during lunch will be allowed to access their personal belongings and may use their personal belongings at their desk and eat lunch at their desk. Proctors will give examinees 15-minute notice that lunch will be concluding.

Examinees will not be allowed to stay in the testing site hallways or wander around the testing room during the lunch break. Restrooms will be available for use.

Examinees should have their testing desk clear of all personal belongings by the time lunch has concluded. Delay in clearing your testing area will delay the start of the PM session of the exam. The PM session will not start until all examinees are back in their seats and it is observed that only permitted items are at the testing desks. Please be mindful of restroom lines during the break. Proctors cannot start the PM session until ALL examinees are back in their seats.

**Curbside Delivery:** Delivery personnel will not be allowed in testing sites, except for services arranged by OAA. Any individual entering the testing site has to be pre-screened; we appreciate your cooperation.

**CU Law School Examinees Lunch Option: Front Range Catering Curbside Delivery** - You can place your order and pay online at: <https://thefronrangecateringco.square.site/bar-exam-meals>. Orders need to be placed no later than 1:00 for the following day pick-up. You may order in advance for both days of the exam.

**The Denver Mart:** You may order a lunch for onsite delivery from The Denver Mart caterer – place your order and pay online at:

<https://denvermerchmart.myncrsilver.com/commerce/categories/ddd14832-5ea0-4655-95fb-bc7cae055d25>

Orders must be received by July 22. Signage will be posted indicating where you may pick up your lunch order. Any orders from commercial services such as DoorDash and UberEats must be delivered to a location outside the facility.

**DU Law School:** The caterer is not able to provide curbside delivery for examinees. There is limited seating on the front patio outside the main entrance. The University is arranging for table umbrellas for those days. You will be required to maintain social distancing in these areas. You should assume that commercial delivery services will not be allowed on DU's campus.

#### **ITEMS PROHIBITED AT YOUR TESTING TABLE:**

- Personal writing instruments will be collected and discarded. *At each assigned seat, we will pre-set the following items for each examinee's use: pen, pencils, pencil sharpener, highlighter and ear plugs.*
- Correction fluid, tape or pens, such as White-Out products.

- Cell phones and all other digital and electronic communication devices.
- Calculators, data organizers, or other digital or electronic storage devices.
- Photographic, recording and transmission devices.
- Timepieces of any kind, including smart watches, wristwatches, stop watches and table clocks.
- Fitness trackers or other wrist wear.
- Devices equipped with GPS.
- Sound emitting devices.
- Earplugs, sound suppression or noise canceling headphones (*earplugs will be provided*).
- 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 food, candy and gum wrappers.
- Beverages and beverage containers other than a clear re-sealable (twist or pop top) plastic bottle with the label removed.
- Plastic grocery or garbage bags (regardless of size).
- Key fobs, money, credit cards, hotel or building access cards.
- USB drives.
- Weapons of any kind.
- Purses, bill-folds or wallets, backpacks, computer bags, canvas or cloth bags.

**PROHIBITED LAPTOP ITEMS:**

- USB drives.
- Wireless devices of any kind.
- Laptop cases.
- External laptop covers.
- Peripheral keyboards, mouse pads and other laptop accessories.

The Office of Attorney Admissions reserves the right to prohibit any item not specifically referenced in this document, at any time during the examination. Belongings and clothing may be subject to search at any time during the exam.

**EXAM LOCATION INFORMATION:**

**Entry to the test area prior to the first day of examination will not be permitted.**

The July 2020 Bar Examination will be administered at CU-Boulder Law School, DU Law School, and The Denver Mart. Please check your entry ticket to confirm your assigned testing location. Examinees may not take the exam at another location not assigned to them. Examinees will not be given more time on the exam if they show up to the wrong location. ***If you are an applicant receiving test accommodations, your exams will be administered at The Denver Mart. Please review carefully your Individual Examination Schedule for arrival times and entrance location of your examination.***

**THE DENVER MART:** Parking is free and available around the entire building. Please familiarize with the Denver Map entrance map so that you may park near your entrance. The Denver Mart located at 451 E 58th Ave, Denver CO 80216.

**University of Colorado-Wolf Law Building:** 2450 Kitteridge Loop Road, Boulder, CO 80309.

Parking is being arranged with the University. Additional information will be provided as soon as available.

**University of Denver Sturm College of Law:** 2255 E. Evans Avenue, Denver, CO 80208.

Parking is available at pay lots only. Please see the University's parking map at the end of this document. Pay parking is NOT available in Lot 321 on the days of the exam; it is reserved for exam test personnel. *If you need access to an ADA parking space, please contact our Office.* If you have a valid student parking permit for the Law School parking garage, you may use it. Unfortunately, a parking attendant or other pay options for that parking garage are not available. The pay stations at the University are \$2/hour or \$10 max for the day. Payment must be made when you arrive on campus. All pay meters accept credit cards; most still accept cash, exact change must be used, as no change is given back. You can also pay for parking in the Visitor lots from their smartphones with the Park Mobile App. <http://us.parkmobile.com/mobile-apps>

**ADMISSION ENTRY TICKETS AND IDENTIFICATION:** We will NOT be issuing Admission Badges for this exam. Instead, you will get an Entry Ticket uploaded into your online application account containing your exam location, arrival time, testing group and seat assignment. You can either print this letter and bring it with you to the exam or download it to your mobile device. Bring an unexpired, government-issued picture identification (such as a driver's license, the address does not need to match the current address in your application Profile) with you to the exam. **You will not be permitted entry to the testing area without your Entry Ticket. Picture identifications will be verified once you have been screened for Covid-19.** Entry Tickets will not be available at the door.

- Do not approach your designated entrance at the testing site until your designated time. We cannot have groups congregating at the entrance, so if you have arrived early, please wait in your car or at a distance from the entrance.
- Before lining up in your testing group to enter the test area, you must be wearing a mask. You will be screened for Covid-19 symptoms and have your temperature taken by a nurse. If you have a temperature of 100.4 degrees (F) or greater, you will be allowed to sit off to the side in a designated area to "cool off" for approximately 10 minutes before your temperature will be taken again. If your temperature has not fallen below 100.4 degrees, you will not be permitted to take the exam and will be asked to leave the entrance area.
  - If you are turned away from the exam, your application will automatically be transferred to the February 2021 bar exam without extra cost or penalty.
  - If you develop symptoms during the exam, you will be asked to leave the exam and will be escorted from the testing room. Your application will automatically be transferred to the February 2021 bar exam without extra cost or penalty.
- Once your group has been screened, you will line up in your assigned group with six foot distancing to have your ID checked.
  - You will show either your printed Entry Ticket or a digital version on your phone, and your ID will be checked against the picture you uploaded into your online application account.
  - Once your identity has been verified, you will be given a wrist band indicating that you have passed the Covid-19 screening and reflecting your designated testing group area. You may not remove your wrist band for the remainder of the day while you are at the testing site. You will be issued a new wristband on the second day of the exam.



- Please refrain from unnecessary talking, whether with other examinees or with Exam Staff for the duration of your time at the testing site.
- Only those screened and approved persons scheduled to take the examination will be permitted to enter the test area. Family members and friends are NOT permitted in the test area.
- If you are late for your specified arrival time on your Entry Ticket, you may have to wait until all other groups enter the exam before you will be permitted to enter. You will not be able to make up any exam time that may have elapsed in your absence.
- If you are more than one hour late, you will not be admitted to the exam at all.

For the exam entrance process to run smoothly we need your cooperation and compliance.

### **EXAM SESSIONS/TESTING AREA:**

- You must wear a mask throughout the testing facility and throughout the testing session. You are encouraged to study and take practice tests wearing your mask so that it will be more familiar and comfortable on the exam days. If you refuse to wear or remove your mask during the testing session, you will be asked to leave the exam and be escorted from the testing room.
- Examinees may leave the testing area during the lunch breaks or they may eat their lunch at their seat. Examinees may have their personal belongings at their seat during lunch. If you remain in the building during lunch, you may not talk to other examinees and must stay in your room, unless traveling directly to and from the restroom. You may not sit at or walk to any other part of the facility.
- The lunch break is approximately one hour.
- In the event of an unanticipated delay or interruption to the morning schedule the lunch break could be shortened.
- Remain seated during all oral instructions and announcements.
- No smoking in the facility.
- Sit only in your assigned seat.
- No talking with other examinees while in the testing site. This will be strictly enforced due to Covid-19.
- No use of any communication device at any time, even if you finish the exam early.
- Your picture ID must remain face-up on the table.
- Countdown clocks will display the number of hours and minutes remaining in each test session, in some testing rooms. If you are using the ILGExam360 software to take the exam on day one, there is a countdown clock in the software. Otherwise there will be clocks in your testing room that you can get up and look at, at your convenience.
- At the beginning of each test session, countdown clocks will be set to 3:01 (*representing three hours and one minute remaining*); when the clock counts down to 3:00 you will be given the signal to begin.

### **RESTROOM BREAKS:**

- **If a break is taken:**
  - Place all of your exam materials in your manila envelope and leave the exam materials on your desk or table in a readily visible location.

- **If you are using a computer**, remember to lock your screen by clicking the “**Lock**” button. You will be required to enter your login password upon returning to your seat.
- Use only those restrooms designated for your Testing Zone. No additional test time will be granted to make up for time lost during the session due to absence from the room, illness or tardiness.
- Do not, at any time, remove your test materials from the test room or carry your materials into the restroom.
- The number of examinees in a restroom will be limited to ensure social distancing and you must maintain social distance while waiting in line. Again, there is no talking to other examinees.

**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 early, you may sit quietly at your desk or use the restroom. All examinees must be at their desk in the last five minutes of the exam. You may not access your personal belongings during this time.

**If you finish the exam session early and want to exit the testing site:** Examinees who finish the exam early with MORE than 20 minutes left in the session, may leave the exam site after turning in their exam materials.

You must place all exam materials in the envelope, close it, and sign the envelope after reading the affirmation stating that you have placed all exam materials in your envelope. You must give the testing envelope to your assigned proctor. Your proctor will confirm visually that your testing table does not have any remaining test materials. You must either (1) leave the building, being quiet as you gather your personal belongings, or (2) sit quietly at your desk, and you may not access your personal belongings during this time. If you finish early and exit the building, you must abide by all NCBE and Test Instructions that no information will be disseminated in any manner regarding the content/subject matter of the exam. For the morning session, you may not re-enter the building until the test has concluded and the doors opened for re-entry during the lunch break. Once you have signed your envelope, stated you have finished your exam and turned in the materials to your proctor, you may not ask for them back.

## **MULTISTATE ESSAY EXAM (MEE) AND MULTISTATE PERFORMANCE TEST (MPT):**

1. **A manila envelope** reflecting your name, seat number and the letters AM or PM for the respective test session will be distributed before the session begins. **Do not open the envelope until told to do so.** In addition a baggie will be pre-set at your seat containing a pen, pencils, highlighter, pencil sharpener, and ear plugs. These items are to remain in the baggie at your seat when not in use over all testing sessions.
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. Answer sheets will be included for those who are hand writing the exam.
3. **The PM envelope** will contain two MPT test booklets and several sheets of colored scratch paper. Answer sheets will be included for those who are hand writing the exam.

**Hand writers: The answer sheets are lined. Limit your answers to one line of writing for each printed line on the page. Do not write in the margins or 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 three sides of each set. **Essay answers may not exceed three sides of writing. Use the front and back of the first page** and conclude your answer on the additional page if needed. In the event pages become separated during grading, identifying every page will ensure your complete answer is graded.
- b. PT answer sheets consist of three pages stapled together as one set. Each answer sheet set is identified at the top with either PT-1 or PT-2. Lines are printed on the front and back of all three pages. **PT answers may not exceed six sides of writing.**
- c. **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. No other identifying information should appear on your answer sheets.

**(Computer test takers:** Seat and Question numbers will automatically appear on your answers when your uploaded answers are printed from the ILG software.)

4. **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.**
5. **Scratch paper** provided in your envelope may be used for notes in formulating your answers, but be aware that only answers written on answer sheets or printed from the secure testing software files will be graded. If the number of answer sheets submitted for any question exceeds the number of answer sheets authorized for that question (or the character limits for

computer test takers) the more complete answer will be graded and the remainder will be destroyed.

6. **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.**
7. **The average time allocated** for each **Essay question** is 30 minutes. For each **Performance Test Question** allocate 90 minutes. Questions may be answered in any order.
8. **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. **Hand Writers:** Gather your answer sheets in consecutive order with Essay #1 (or MPT-1) on top. Hand written answers must be secured in the envelope when handed to your proctor. You are responsible for ensuring that:
    1. All answer sheets accurately reflect the question number and seat number;
    2. All answer sheets are submitted in the envelope for grading; and
    3. All test booklets, scratch paper, (including unused answer sheets), are placed in the envelope.
  - b. **Computer Test Takers:** Throughout the exam session, the software will auto-save your answers to your hard drive every minute, each time you move from one question to the next, and each time you click the "Save" button.
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. Please listen carefully to instructions for the collection of your test materials.
10. Candidates must remain seated quietly until exam materials have been collected and verified, unless directed otherwise.

#### **Additional Information for Computer Test Takers:**

1. Bring your laptop computer, extension cord, back-up computer charger, and a surge protector. Computer cases are not permitted at your seat and must be secured in the area designated for personal belongings.
2. **Arrive no later than the time designated on your entry ticket** to allow sufficient time for going through health and security screening, locating your testing room and seat assignment, setting up your equipment and checking to ensure the software will launch successfully. Again, if you arrive after your designated group time, you may have to wait until all other groups enter before you will be allowed to enter. The first group entries will begin at 6:45 am and 7:00 am, depending on the site and entrance. Signage will be posted at each entrance identifying the group entry lines and times.

3. Pre-exam computer instructions will be located at your seat. Immediately upon locating your seat assignment, set-up your computer and follow the instructions described in the hand-out. **These instructions will include the password required to launch the testing software. DO NOT ENTER THE PASSWORD until instructed to do so.**
4. **Important change from prior exam administrations:** “Copy and Paste” and “Cut and Paste” are **NOT** available for use during the exam. This is new for anyone that has previously used the ILG Exam360 software in a previous administration of the Colorado bar exam. Essays are graded according to their overall content, not the sequence of sentences or paragraphs. Consider practicing exam answers without using those functions. Use the scratch paper to organize the answer to each essay
5. Computer technicians 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 additional time to resolve technical problems. If you need technical assistance, you will need to take your computer to the designated table in your testing area, place it on the designated table, and step back while the technician works on your computer. Once the issue is resolved you will need to pick up your computer from the table and return to your seat.

Law Schools: Computer technicians will be located in the hallway outside the classrooms.

The Denver Mart: Computer technicians are located in each testing room. In EXPO 1, technicians will be seated in several hallways and tables available in each hallway. You may ask a proctor to assist you in locating a technician.

6. **Before exam day, familiarize yourself with your equipment, be certain that you have installed the most recent version of the testing software and completed the Trial Exam.** You will be required to handwrite the exam if you fail to complete the entire download, trial exam and registration process.
7. **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 authorized lined answer sheets. Answer sheets may be obtained from your proctor.
8. Computer answers will be saved to the AM and PM exam files previously downloaded to your computer.
9. A character counter is displayed on each screen. **MEE** answers are limited to **5,000** characters. **MPT** answers are limited to **12,000** characters. Spaces are counted as one character, returns are not counted.
10. Spell check is an included feature of the testing software. It highlights the misspelling but does not offer suggestions.

**ANSWERING A QUESTION ON THE WRONG TAB:** If you answer a question on the wrong tab, do **NOT** try to move the answer or waste time retyping your answer to the correct tab. OAA is able to move your answers before and during grading. Please just continue with your exam. At the conclusion, you may report to the proctor that your answers are on the wrong tab. Please

note, that during the grading conference, answers that appear on the wrong tab will be moved to the correct location.

11. You are encouraged to use the Trial Exam function in ILG prior to the exam to get familiar with available the software features.
12. All essay answers must be reviewed on your computer screen prior to the conclusion of each exam session; you may not review your answers later. Once you have been dismissed for the day, return to your home, hotel or other location with internet connectivity and upload your answer files.
13. Instructions for uploading your answers may be found under the “Help” link within the ILG software under “Uploading your Essays” and you will find video tutorials on your ILG Exam360 user homepage.
14. In the event you experience difficulty uploading your answers, submit a technical support ticket directly from your ILG Exam360 user homepage, or from within ILG Exam360 > My Account and clicking "Technical Support Request," or call 833-ILG-SUPP (833-454-7877). Please do not contact the Colorado Office of Attorney Admissions directly for technical support requests related to ILG Exam360 issues.
15. Your uploaded exam answers will be printed by the Office of Attorney Admissions beginning Wednesday morning, July 29, 2020.
16. **You must upload your answers no later than Wednesday, July 29 at 6:00 a.m.** If you fail to do so or had an error uploading your answers, please report it to your proctor so they may note it on our trouble log and OAA staff will follow-up with you.

**MULTISTATE BAR EXAM (MBE) MULTIPLE CHOICE: A manila envelope** reflecting your name, seat number and the letters AM or PM for the respective test session will be distributed before the session begins.

1. The AM envelope will contain a sealed test booklet containing 100 questions. ***Do not break the seal or open the test booklet until instructed to do so.*** Answer sheets will be bubbled using the pencils provided by the Office of Attorney Admissions. No deductions are made for incorrect answers; thus, you should attempt to answer every question. **No credit will be given for questions answered in the test booklet.**
2. The PM envelope will contain a sealed test booklet containing 100 questions. ***Do not break the seal or open the test booklet until instructed to do so.*** Answer sheets will be bubbled using the pencils provided by the Office of Attorney Admissions. No deductions are made for incorrect answers; thus, you should attempt to answer every question. **No credit will be given for questions answered in the test booklet.**

### **EXAM SCHEDULE**

**Tuesday, July 28th – MEE and MPT Written Exam:** This day of examination is six hours – three hours in the morning (MEE) and three hours in the afternoon (MPT).

- Pens and highlighters will be provided. Do not bring writing instruments.

7:00 a.m.           **Doors open to first group**

**(Depending on site location and number of examinees in a room, please be prepared for the exam to start any time between 7:30 a.m. - 8:30 a.m. All times are approximate. Please be prepared to be at your testing site until 5:30 p.m. If testing time varies at the law school testing sites, proctors will note the start and stop times on the classroom boards. Please ensure you arrive on time for the PM start time if you leave the building. Allow plenty of time for re-entry and use of the restrooms.)**

7:30 – 8:30 a.m.   *(Time approximate)* MEE morning session begins. **You must be in your assigned seat and remain seated during all oral instructions and announcements.**

8:00 - 9:00 a.m.   *(Time approximate)* Test begins. Once administrative procedures have been completed official test clocks will be set.

11:30 - 12:00 p.m. *(Time approximate)* MEE morning session ends. If you have not departed early under the protocols outlined above, you must be in your assigned seat during the last five minutes of the session. Once all test materials have been collected and counted you will be formally dismissed. Be prepared to show your wrist band upon re-entry if you leave the testing site. Examinees will not be allowed to stay in the testing site hallways or wander around the testing room during the lunch break. Restrooms will be available for use.

12:30 p.m.       Doors reopen. Proceed to your assigned seat and place your picture ID face-up on the table.

1:15 p.m.       MPT afternoon session begins. **You must be in your assigned seat and remain seated during all oral instructions and announcements.**

1:30 p.m.       *(Time approximate)* Test begins. Once administrative procedures have been completed official test clocks will be set.

4:30 p.m.       *(Time approximate)* MPT afternoon session ends. If you have not departed early under the protocols outlined above, you must be in your assigned seat during the last five minutes of the session. Once all test materials have been collected and counted you will be formally dismissed and required to vacate the test area.

**Wednesday, July 29th – Multistate Bar Exam (MBE):** This day of examination is six hours – three hours in the morning and three hours in the afternoon.

- Pencils will be provided. Do not bring writing instruments.

7:00 a.m. Doors open to first group

**(Depending on site location and number of examinees in a room, please be prepared for the exam to start any time between 7:30 a.m. - 8:30 a.m. All times are approximate. Please be prepared to be at your testing site until 5:30 p.m. If testing time varies at the law school testing sites, proctors will note the start and stop times on the classroom boards. Please ensure you arrive on time for the PM start time if you leave the building. Allow plenty of time for re-entry and use of the restrooms.)**

7:30 – 8:30 a.m. *(Time approximate)* MBE morning session begins. **You must be in your assigned seat and remain seated during all oral instructions and announcements.**

8:00 - 9:00 a.m. *(Time approximate)* Test begins. Once administrative procedures have been completed official test clocks will be set.

11:30 - 12:00 p.m. *(Time approximate)* MBE morning session ends. If you have not departed early under the protocols outlined above, you must be in your assigned seat during the last five minutes of the session. Once all test materials have been collected and counted you will be formally dismissed. Be prepared to show your wrist band upon re-entry if you leave the testing site. Examinees will not be allowed to stay in the testing site hallways during the lunch break. Restrooms will be available for use.

12:30 p.m. Doors reopen. Proceed to your assigned seat and place your picture ID face-up on the table.

1:15 p.m. MBE afternoon session begins. **You must be in your assigned seat and remain seated during all oral instructions and announcements.**

1:30 p.m. *(Time approximate)* Test begins. Once administrative procedures have been completed official test clocks will be set.

4:30 p.m. *(Time approximate)* MBE afternoon session ends. If you have not departed early under the protocols outlined above, you must be in your assigned seat during the last five minutes of the session. Once all test materials have been collected and counted, you will be formally dismissed and required to vacate the test area.



## **ALL EXAMINATION RESULTS ARE FINAL**

**BAR EXAM RESULTS:** Examination results are tentatively scheduled for release on Thursday, October 8, 2020. If results are graded and certified as scheduled, **Bar Result Notices with test scores will be posted to your online application account (no later than close of business), Thursday, October 8, 2020 and will remain available to save and/or print for 45 days.** After 45 days, additional copies of your notice are available only upon written request and payment of \$25. You will receive an auto message when the notice is posted to your account. Print and save a copy of your result notice while it is available within your application account.

Names of those passing the exam will be posted (regardless of Character and Fitness status) on the Office of Attorney Admissions web site at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExaminationResults.asp> on Thursday, October 8, 2020 after being certified by the Colorado Supreme Court. This date is subject to change. Examination results will not be available by telephone.

**Bar result notices contain a link to the above referenced web page where you will find important mandatory pre-registration procedures for attending an admission ceremony.** Also posted on the web page are informational bulletins relating to your bar results, additional conditions which may be required prior to taking the oath of admission, and relevant deadlines and procedures for those who are unsuccessful on the exam. Be certain to read all bulletins regardless of whether or not you are successful on the exam.

**Please continue to check our website for special announcements affecting the July 2020 exam administration at:**

<http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>

**Testing Protocols for the July 2020 Administration of the Colorado Bar Examination – 7/9/2020:** Please see the announcement [here](#) regarding additional testing protocols for the July 2020 bar exam.

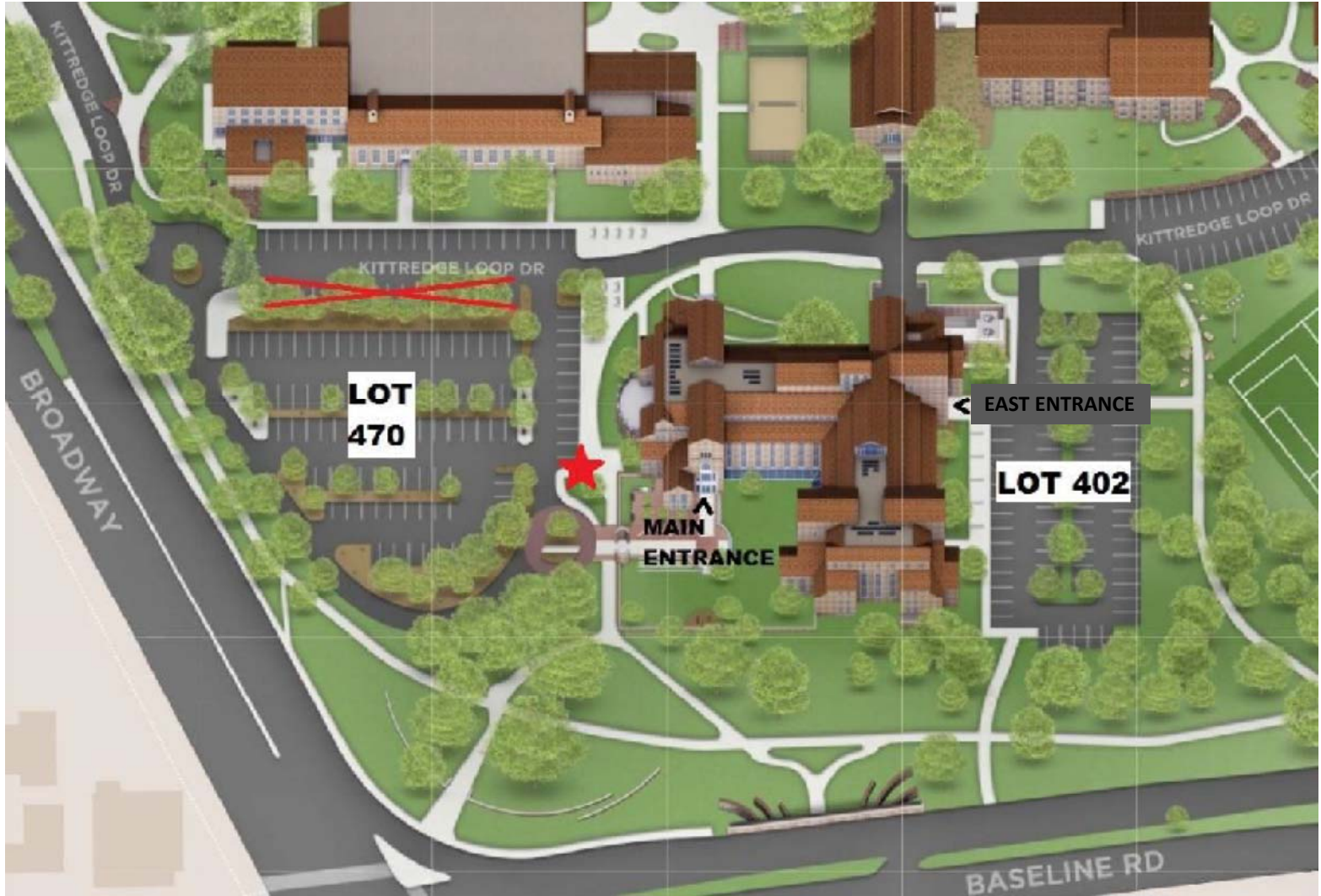
The Denver Mart



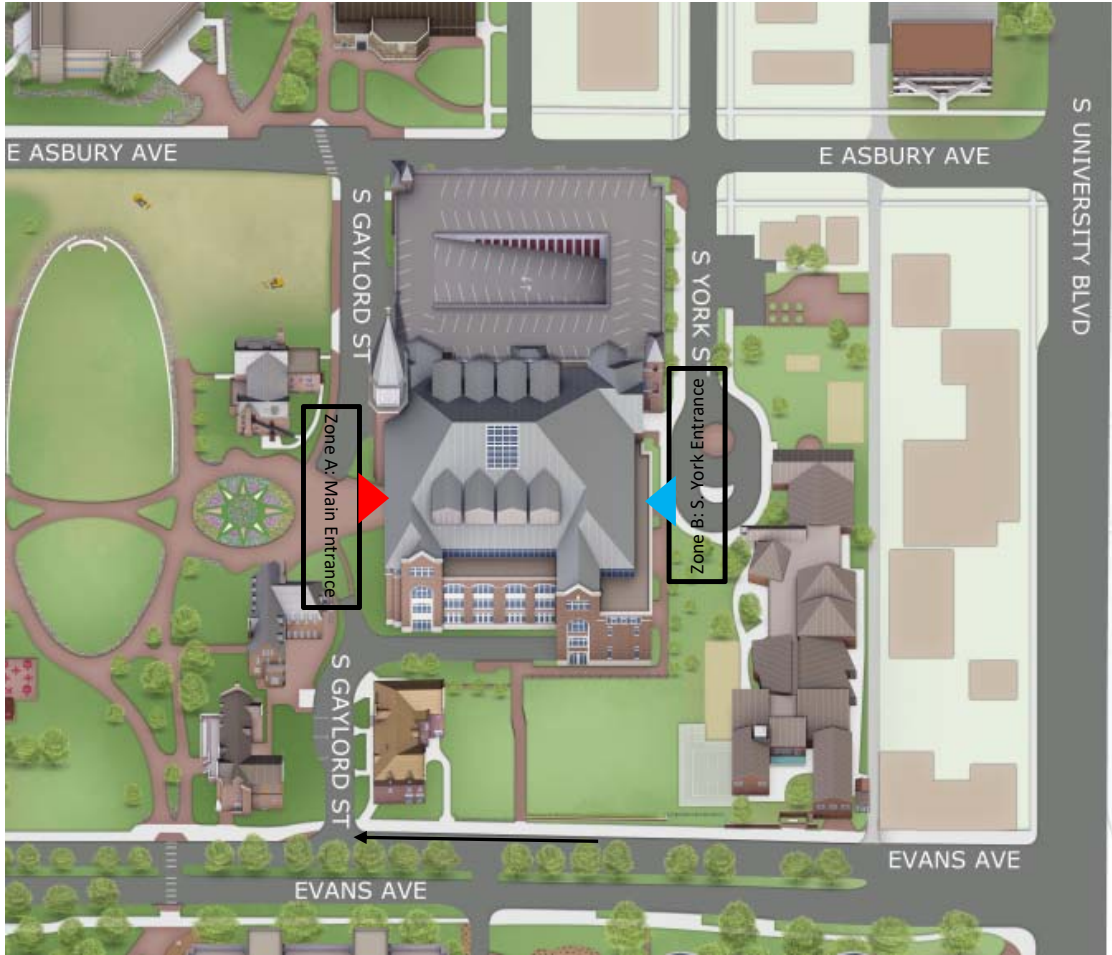
Main Entrance to Facility – no exam entry



CU – Boulder  
Wolf Law Building



University of Denver –  
Sturm College of Law





RTD Light Rail University Station



323 AOB  
E COLORADO AVE



312  
Centennial Halls  
312S

Cable Center and Museum

BUCHTEL BLVD  
314  
311

311  
Ritchie Center for Sports & Wellness  
401

SOUTH UNIVERSITY AVE

E JEWELL AVE



Summit Apts  
Ridgeline Apts  
Mesa Apts  
Health & Counseling Center

BUCHTEL BLVD

English Language Center  
ELC

Zeta Beta Tau

Phi Kappa Sigma

101N

Chambers Center for the Advancement of Women



Shwayder Art Building

E ASBURY AVE



Burwell Center for Career Achievement  
Chi Omega  
John Moyer Hall  
Kappa Sigma  
Lambda Chi Alpha

Ricketson Law Building

Ricks Center for Gifted Children

Diamond Family Residential Village

Sturm Hall

Ruffatto Hall

Community Commons

Fisher Early Learning Center



Uloft Apartments

E EVANS AVE

E EVANS AVE

Information Technology  
Campus Safety and Parking Office



Driscoll Student Center

Anderson Academic Commons  
315

Margery Reed Building



Daniels College of Business



Frontier Hall

Nagel Hall

Joy Burns Center

University Hall  
305

E WARREN AVE



Nelson Hall

Hilltop Apts

Sie International Relations Complex

Mary Reed Building

Illiff School of Theology

Sigma Chi

University College

Gamma Phi Beta

Delta Delta Delta

International House



Delta Gamma

306S

Johnson-McFarlane Hall  
309



Illiff Apts

S JOSEPHINE ST

E ILIFF AVE

110S

Boettcher West

Olin Hall

Ritchie School of Engineering & Computer Science

Newman Center for the Performing Arts



E WESLEY AVE

S UNIVERSITY AVE

Seeley Mudd Science Bldg  
123S

318

Facilities Annex  
Knudson Hall

Facilities Service Center  
119S

Physics Bldg

124S

125S

Metallurgy

S RACE ST

Ammi Hyde Building  
121S

S GAYLORD ST

S YORK ST

E HARVARD AVE

Mass Communications

### LEGEND

**RESTRICTED** Red Permit

**GENERAL BASIC** Yellow Permit

**PAID HOURLY PARKING** Green Spaces

### RECREATION

Accessible Parking in all lots

EV Charge Point stations

**NIGHT/WEEKEND** See [du.edu/parking](http://du.edu/parking) for info

Updated September 2019