

## **July 2021 Colorado Remote Bar Examination – General Information Guide**

The Office of Attorney Admissions (OAA) will update these FAQs as additional information becomes available, and strongly encourages Applicants to check OAA's website frequently for updates. OAA will also notify Applicants of updates via a CiviCore announcement, CiviCore Messaging Center, web posting, and email.

**Keep Your Email Address Up-to-Date:** Make sure that the email you provided to OAA in your online bar exam application is one you monitor on a regular basis. If your email address changes, please immediately update your Profile in CiviCore and notify your Licensure Analyst using the Messaging Center to ensure you continue to receive important information and updates.

Applicants should be vigilant in checking their email spam filters or automated tagging performed by various email companies to ensure that messages from ExamSoft and OAA are routed to the Applicant's primary mailbox. If possible, Applicants should approve messages that come from [bleinfo@csc.state.co.us](mailto:bleinfo@csc.state.co.us) and [no-reply@csc.state.co.us](mailto:no-reply@csc.state.co.us), or any messages with the [@csc.state.co.us](mailto:@csc.state.co.us) extension.

### **Examination Overview**

#### *What content will be tested on the examination?*

The July 2021 Colorado Examination will be the Uniform Bar Examination (UBE) prepared by the National Conference of Bar Examiners (NCBE). The UBE consists of six Multistate Essay Examination (MEE) items, two Multistate Performance Test (MPT) items, and 200 Multistate Bar Examination (MBE) items.

#### *How will the examination be administered?*

- Colorado will administer the examination remotely using ExamSoft Exemplify® secure testing software.
- Exemplify® software will include ExamID and ExamMonitor tools to provide identity verification via facial recognition, audio/video recording with artificial intelligence, and human proctor review.
- Applicants will take the examination on their personal computers or laptops with a web camera and microphone enabled.
- Applicants may take the exam at the location of their choice (e.g., home, library, law school, office, etc.). The environment should be quiet and distraction-free with no personally identifying information within the camera view.
- Applicants will be required to remain seated within view of the webcam for the entirety of each testing session. There will be breaks between each testing session for Applicants to stretch, use the restroom, etc. Applicants are not required to stay in front of their computer during the breaks between testing sessions. The lunch break is 90 minutes.

### *What is the format of the examination?*

For standard Applicants, the examination will consist of eight 90-minute test sessions administered over two days: July 27 and 28, 2021. On July 27, the morning will be two 90-minute Multistate Essay Exam (MEE) sessions; each session will include three MEE questions. The afternoon will be two 90-minute Multistate Performance Test (MPT) sessions; each session will include one MPT question. The Multistate Bar Exam (MBE) will be administered in four 90-minute sessions on July 28, 2021. Each session will consist of 50 multiple-choice questions.

### *What is the schedule for the examination?*

The examination schedule for standard Applicants is provided below, as well as on the OAA Bar Examination website. **All times are MOUNTAIN TIME.** Applicants will need to adjust the times for the particular time zone in which they are taking the test. For example, if an Applicant is taking the test in the Central Time zone, a start time of 9:00 a.m. Mountain Time means the Applicant will begin at 10:00 a.m. Central Time.

Each test session will require a separate password. The password will be available 15 minutes prior to the listed start time for the session. Links to the password release webpages is available on the OAA website [here](#).

As soon as the password is obtained, Applicants may start testing. If an Applicant begins testing prior to the scheduled start time, Exemplify® will log the Applicant out automatically when the Applicant reaches the maximum time permitted for the session (for standard testing that will be once the examinee reaches 90 minutes of test time). For example, an Applicant may receive the password at 8:48 a.m. and login, take their baseline photo, and then start the exam at 8:50 a.m. That 90-minute exam session for that applicant will close at 10:20 a.m.

Applicants are encouraged to begin the log-in process as soon as passwords are available to provide time to seek assistance from ExamSoft in the event they experience any difficulties or require assistance.

Schedules for Applicants testing with accommodations under the ADAA may vary from the standard schedule below. These Applicants should follow the specific schedule provided to them by OAA.

July 2021 Colorado Bar Examination Standard Testing Schedule

Tuesday, July 27, 2021	Wednesday, July 28, 2021
9:00 AM – 10:30 AM (MEE 1-3) (90 min)	9:00 a.m. – 10:30 AM (MBE 1-50) (90 min)
BREAK (30 min)	BREAK (30 min)
11:00 AM – 12:30 PM (MEE 4-6) (90 min)	11:00 AM – 12:30 PM (MBE 51-100) (90 min)
LUNCH BREAK (90 min)	LUNCH BREAK (90 min)
2:00 PM – 3:30 PM (MPT 1) (90 min)	2:00 PM – 3:30 PM (MBE 101-150) (90 min)
BREAK (30 min)	BREAK (30 min)
4:00 PM – 5:30 PM (MPT 2) (90 min)	4:00 PM – 5:30 PM (MBE 151-200) (90 min)

*What upcoming deadlines must Applicants meet to sit for the examination?*

Applicants must meet the following upcoming deadlines to sit for the July 2021 Colorado Bar Examination – completion of these tasks is **MANDATORY**. **If an Applicant fails to meet any of the below-mentioned deadlines and requirements, the Applicant will not be permitted to sit for the bar examination.**

**1. June 1, 2021 by 5:00 p.m. Mountain Time**

Applicants must execute the online **Applicant Agreement and Acknowledgment of Testing Conditions**. This document also contains valuable information and should be downloaded from the OAA bar examination website.

**2. July 1, 2021**

Applicants must register and install ExamSoft Exemplify® software, must take and upload the two mandatory mock examinations, and take and upload their Baseline Photo by this deadline. Computer registration, mock examinations, and ability to take a Baseline Photo will be available **starting June 17, 2021**.

### 3. July 22, 2021 by 5:00 p.m. Mountain Time

Applicants must download the examination files by this deadline. Exam file downloads will be available **starting July 20, 2021.**

#### *Can Applicants handwrite the examination?*

No. The examination is being administered remotely, using remote proctoring software. Unless granted a testing accommodation, Applicants must use the required software for all portions of the examination.

#### *What can Applicants do if they do not have access to a space that is quiet, private, or that has reliable internet access?*

Applicants should consider contacting their law school, employer, bar associations, or law firms that may be willing to assist Applicants in providing a suitable testing space. Out-of-state law schools may have contacts with alumni working in Colorado that may assist you as well. If you have extenuating circumstances for which you need assistance, please contact our Office.

#### *What, if any, remedy will OAA provide to an Applicant who is unable to complete the examination due to technical issues?*

To earn a UBE portable score, Applicants must take all portions of the examination (MEE, MPT, and MBE) in the same UBE jurisdiction and in the same exam administration. As such, any Applicant unable to complete all portions of the July 2021 Colorado Bar Examination would not earn a UBE portable score. Applicants should contact OAA immediately if ExamSoft Technical Support is unable to resolve your technical issue or resolve it quickly. Applicants must contact ExamSoft first to obtain technical support. OAA staff are not trained to be able to provide technical assistance.

Please be aware that if you receive technical support from any other entity other than ExamSoft Tech Support, you are fully responsible for any test disruptions, incidents, or any other issues that may occur during the exam administration. There is no officially sanctioned tech support outside of the ExamSoft Tech Support. No documentation or notes will be reported to ExamSoft or the Colorado Office of Attorney Admissions (OAA) if you receive outside assistance. OAA strongly encourages all applicants to utilize the Tech Support at ExamSoft for all issues that occur during the administration of the exam. They can be reached at **1-888-816-3065**.

#### *What are the Required Testing Conditions for the examination?*

Applicants are required to abide by all Required Testing Conditions provided in the Applicant Agreement for the July 2021 Colorado Bar Examination. **Each Applicant must execute the online agreement by 5:00 p.m. Mountain Time on June 1, 2021. A PDF version of the Agreement will be available on the OAA website for July 2021 Exam Applicants.**

### *Can I transfer my application to the February 2022 Bar Exam?*

The Supreme Court has not authorized OAA to allow applicants to transfer their July 2021 application without penalty. If you wish to withdraw your application for the July 2021 exam, you must do so in writing by using the Messaging Center within your online application account. You must specifically state that you are withdrawing from the current examination. If you have extenuating circumstances that you believe should be considered, please provide that information in your communication.

### *Q: What should I do if I learn that someone taking the remote exam may have cheated or engaged in dishonest conduct relative to the bar exam?*

Just like licensed attorneys have an ethical duty to report serious misconduct by other attorneys, applicants who become aware of dishonest conduct by other applicants must report that to the Office of Attorney Admissions. Examinees are expected to demonstrate integrity, honor, and ethical behavior during all exam sessions, including mock exams.

### *When will bar exam results be posted?*

Exam Results for the July 2021 Colorado Bar Examination will be posted on the OAA website no sooner than 9:00 AM on Thursday, October 7, 2021 and only after certification by the Colorado Supreme Court.

### *Where can I find FAQs for Remote Bar Exam for ExamSoft?*

<https://bar.examssoft.com/remote-faq/>

### *Where will the passwords be posted for the **Colorado Standard remote test takers**?*

Applicants testing on the standard schedule will find the passwords on the following website:  
<https://bar.examssoft.io/Cobar>

Standard applicants should bookmark this website before exam day. Additionally, ExamSoft will send the password phrases by email at least 15 minutes prior to each session.

### *Where will the passwords be posted for the **Colorado NON-Standard remote test takers**?*

<https://docs.google.com/document/d/1XxhnZ3XgAvpPIDhx1RzXprMXyWDNzi10nrJShoSYtYk/edit?usp=sharing>

Applicants should bookmark this website before exam day. Additionally, OAA will send the password phrases by email at least 15 minutes prior to each session.

### *May I wear a mask during the exam?*

Applicants that must wear a face mask due to their testing location during the exam must temporarily lower the face mask covering during the ExamID facial recognition process. Once the applicant's

identification has been confirmed, the face covering may be placed back on the applicant's face for the duration of the exam session. Examinees testing at a law school or other public environment should follow all appropriate health and safety protocols determined by that venue.

### *What resources are available to help me prepare for a remote administration of the July bar exam?*

For the remote exam, mandatory mock exams are part of the ExamSoft registration process. Remove all prior versions of ExamSoft software, Examplify. Examinees are encouraged to spend time using the mock exams to familiarize themselves with the experience of taking the exam remotely, including confirming that the computer they will use for the bar exam meets or exceeds the minimum system requirements. One mock exam reviews the functionality of the ExamSoft software; the other allows candidates to practice with actual exam questions, and includes 21 MBE items, 3 MEE items, and 1 MPT item. An [answer key](#) for the MBE items, [analyses](#) for the MEE items, and a [point sheet](#) for the MPT item are available on the NCBE website [here](#). More information for candidates is available on the ExamSoft website.

### *What items are prohibited in my testing area and what clothing/accessories am I prohibited from wearing?*

To ensure the security and integrity of the examination, the following items are prohibited and not permitted:

- Any toy, clock or watch that makes a noise (smart watches, digital watches, analog watches, etc.), timers, clocks, fitness trackers, calculators, white noise machines;
- Backpacks, bags, purses, tote bags, briefcases, laptop cases, sleeves, or shells;
- Any written material or scratch paper or writing implement (other than the permitted scratch paper for the **MPT test sessions only**, as outlined below);
- Highlighters, pens, pencils, book holders or stands, erasers, pencil sharpeners, pencil grips (other than the permitted non-digital pen or pencil Examinees may use during the **MPT test sessions only**);
- Reference materials, bar review materials, study aids, notes of any kind;
- No hats or headbands, or sunglasses. (Hair ties, pins, barrettes, etc., used to pull the applicant's hair out of their face are acceptable);
- No cell phones (permitted only as outlined in these directions) or other video/audio recording devices of any kind;
- Removable jewelry – such as earrings, rings, bangles/bracelets, and necklaces; and,

- Headsets, headphones of any kind, earmuffs, hats, or anything that covers the head, ears, or face. (Head coverings for religious purposes are permitted).

Ensure your desk is clear of prohibited items before starting your exam.

### *What behavior is prohibited that may result in the nullification of my test scores?*

- Seeking, obtaining, or using answers or information from another Applicant or any other person or source during the bar exam administration;
- During any testing session, communicating through any means whatsoever, including any visual, aural, verbal, electronic, or any other type of communication, with another Applicant or any other person except for seeking assistance from ExamSoft or OAA;
- Sitting for the examination for any purpose other than admission to the Colorado bar;
- Using any camera or recording device in the testing area other than the registered devices for purposes of taking the exam;
- Playing music during the exam;
- Moving the computer; the computer must remain stationary throughout each test session. (Adjustments should be made prior to, or after a test session. Adjustments to your camera to ensure that you are within the camera frame may be made during the exam, but you should announce what you are doing when you are adjusting the camera.);
- Wearing ‘removable’ jewelry or clothing that may be deemed offensive or derogatory (or taking the exam in only underwear); and,
- Smoking any tobacco or other products, including smokeless tobacco, mind-altering substances, and e-cigarette/vapor devices.
- Leaving your testing area and camera view for significant time periods or repeatedly during a testing session for non-emergent reasons.
- Using scratch paper during the MEE and/or MBE sessions without approval for an accommodation.

### *What items are permitted in my testing area?*

- Lumbar support or seat cushion, foot stool or other physical support devices.
- A desktop or laptop computer with ExamSoft and ExamMonitor downloaded on it and compatible power cord. If using a laptop battery it should be fully charged in case there is a power interruption or use a back-up power pack. (Note: it is recommended that devices be left plugged in during the exam so that the device has full power; devices allocate power differently if plugged in or not.) You may use a compatible mouse and full-size or ergonomic keyboard, both of which may be wireless or corded, docking station for an external monitor, an external monitor, and an external camera. (Applicants understand it is their responsibility to ensure these items are all compatible with ExamSoft and ExamMonitor, and that they must test the set-up during the mock exams.)

- Medication, personal feminine products, medical devices (e.g. glucose monitor, breast pumps, etc.)
- Utility devices such as fans, heaters or white noise machines that do not interfere with the audio recording during the exam.
- Snacks and non-alcoholic beverages in clear plastic containers, with no labels or printing on them. (Applicants understand that they should have a secure lid on any beverages, as they will not be given extra time if the beverage spills.)
- Foam or silicone earplugs that insert into applicant's ears;
- A cooling pad, if necessary, for a laptop.
- **Scratch Paper Exception for MPT Items Only.** For *each* MPT test item only, you may use scratch paper, lined or unlined, and non-digital pens or non-mechanical pencils. (Typically for an in-person exam, applicants are provided four 8.5 x 11-inch pages to use for scratch paper.) Applicants must remove the scratch paper and writing utensils from the testing room following the MPT examination sessions. Applicants understand that the use of scratch paper or writing utensils during any other portion of the examination is NOT permitted unless an accommodation has been granted by OAA as a part of a non-standard testing accommodation request.
- Tissues – removed from the box.
- Hair ties, barrettes, hair pins, etc. are allowed, but not headbands or hats.
- Prescription glasses, reading glasses, bluelight glasses, glass cloth/cleaner.
- Sanitizer, face mask, shield if required for area in which you are testing.

*May I wear blue light glasses during the exam?*

Yes, but you must provide notice to the Office through your licensure analyst so that we have advance notice that you may be wearing non-prescription blue light glasses or clip on's.

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