

## Updated Testing Protocols for the July 2020 Administration of the Colorado Bar Examination

As of July 8, 2020 – *Updated information is in italics*

The Colorado Supreme Court presently intends to hold the Colorado bar examination, which is a Uniform Bar Examination, as scheduled on July 28 and 29, 2020. Examinees should prepare to strictly comply with all applicable public health recommendations and exam protocols. Proctors and exam administrators likewise will be abiding by the protocols.

The Office of Attorney Admissions (OAA) has been working closely with state and local public health officials to identify and implement protocols that the State requires for the safe administration of the exam for all involved, including applicants, administrators, and proctors. The protocols listed below are provided to inform examinees the steps OAA is taking to ensure a safe testing environment for everyone, the examinee's associated obligations prior to and at the exam administration, and guidance for examinees on steps they can take to minimize risk during exam preparation. Because of the evolving nature of the current pandemic, the protocol details are subject to change.

While OAA understands the enormous challenges facing exam applicants for this exam, the ability to administer this exam in compliance with public health orders is only possible with the full commitment and cooperation of all bar exam applicants to protect other exam takers and exam administration staff.

The Court and OAA will continually assess current public health conditions and will give applicants as much notice as is possible of any changes. The prevalence of COVID-19 has created a fluid environment that requires flexibility on the part of the Court, OAA, and bar examination applicants.

**Testing Locations/Time.** The July 2020 Bar Examination will be administered in multiple locations around the Denver-Boulder metro area. At this time, we anticipate testing at three sites. *First, for 423 examinees, we will be using four very large exposition rooms with tens of thousands of square feet and dozens of smaller rooms at our standard July exam site – The Denver Mart located at 451 E 58<sup>th</sup> Ave, Denver CO 80216. Second, we will be using six very large classrooms at the Denver University Sturm College of Law to test its 168 graduates who have signed up for the July bar. Third, we will be using eleven classrooms at the CU-Boulder Wolf Law Building to test CU's 144 graduates who have signed up for the July bar.*

*The following is a tentative list of exam rooms at each site:*

*Denver Mart Pavilion Zone A: 85 examinees*

*Denver Mart Pavilion Zone B: 68 examinees*

*Denver Mart Forum Rooms 1-3, Zone C: 18 examinees*

*Denver Mart Expo I, Dozens of Individual Showrooms Zone D: 122 examinees*

*Denver Mart Expo II, Zone E: 60 examinees*

*Denver Mart Expo III, Zone F: 70 examinees*  
*DU Sturm College of Law, Zone A, 3 Classrooms: 90 examinees*  
*DU Sturm College of Law, Zone B, 3 Classrooms: 78 examinees*  
*CU Boulder Wolf Law Building, Zone A, 4 Classrooms: 53 examinees*  
*CU Boulder Wolf Law Building, Zone B, 5 Classrooms: 55 examinees*  
*CU Boulder Wolf Law Building, Zone C, 2 Rooms: 36 examinees*

The OAA will be assigning each examinee a testing site, a room at the testing site, and a seat in that room. *The use of “zones” helps ensure that an applicant is with a smaller group of the overall applicant pool within each floor or area of each site.* While the OAA is following some general principles for purposes of estimating the number of applicants at each site, those principles are subject to change. Examinees should not assume that they will be at a particular site until those assignments are final. Examinees who have previously taken the Colorado bar exam should not assume that they will again test at the Denver Mart.

**In-State Applicants:** Examinees who recently attended CU or DU for law school generally are being assigned to their respective law schools as their testing sites. We have worked closely with CU and DU to base our testing plans on those schools’ tentative plans for fall classroom occupancy. *Other examinees who have an in-state address registered with their bar application generally are being assigned to an in-state room at the Denver Mart.*

**Out-of-State Examinees:** Examinees travelling from out-of-state generally are being assigned to an out-of-state room at The Denver Mart. We will make those testing site assignments for any examinee with an out-of-state address listed in their bar application. Applicants should verify that their address in CiviCore remains current – this is the address to which we will mail any official notices as well.

**ADAA Accommodated Applicants:** *Most of these applicants are being tested in the Forum Rooms of the Denver Mart, but each applicant should verify that location when receiving an assignment.*

**Group Assignment/Entry and Exiting the Testing Location:** *Exam entry badges will not be mailed this year. Each year a significant number of exam badges are returned to our office as undeliverable. Therefore, the office will be issuing cleared-to-sit entrance letters that will be uploaded to examinees’ CiviCore account as a PDF document. We recommend that examinees download the PDF to their mobile device and/or print it.*

Examinees will be assigned to a specific location and to a group. Entry will be staggered using different entry points to a building – by time and group. Examinees’ IDs will be checked at the time of entry to the building. Groups will be assigned designated areas and zones within the testing center – including assigned hallways and restrooms.

Upon completion of testing at mid-day and end-of-the-day, examinees will be released by row/seat numbers and groups to ensure staggered exit from the building. *Examinees who finish their test early may leave early if there is more than 20 minutes left in the test session.*

**Arrival Time:** Examinees must show up and be ready to enter the exam site at the time and place designated on their cleared-to-sit letter, as everyone must enter and leave the building with their assigned group. Examinees showing up late may need to wait until all other groups have entered the building before they can be cleared for entry. Examinees will not be allowed extra time to take the bar exam if they are delayed entry due to their failure to arrive at the time designated on their letter.

**Departure Time:** Due to the increased time it will take for entry to and exit from the buildings, examinees must be prepared to be at the testing sites until 5:30 pm.

**Screening Questions and Temperature Checks.** All examinees, administrators, and proctors before they can enter an exam site will be asked screening questions and have their temperature taken. Examinees with a temperature of 100.4° or higher or showing symptoms consistent with COVID-19 will not be allowed to sit for the exam and their application will be transferred to the February 2021 exam. *The OAA will develop and publish the screening questions, and will provide guidance on the process for answering the questions.* Examinees who have been ill the two weeks prior to the exam, or been in close contact with someone who has been ill the two weeks prior to the exam, might not be allowed to sit for the bar exam. Examinees can reduce the odds of such misfortune by self-isolating and/or minimizing contact with others and taking related precautions in the weeks prior to the bar exam.

**Recommendations for All Examinees.** *All examinees should reduce their travel between now and the exam, and should not engage in non-essential travel to states or areas that are experiencing surges in COVID-19 cases. All examinees should consider reducing their study groups and social groups to a minimum number to avoid potential exposure to a COVID-19 individual. All examinees should eliminate non-essential activities that increase risk of exposure, such as indoor dining at restaurants, indoor gym usage, and social gatherings that include individuals other than one's identified small social group. Examinees also should consider doing practice tests while wearing a mask.*

**Wearing Masks.** All examinees will be required to wear a mask whenever they are moving around the testing site, including entering and exiting the site, or during breaks during the exam. They also must wear a mask when interacting with proctors, bar administrators, or other examinees. *The OAA has decided that all examinees must wear a mask while taking the exam.* **These requirements are not negotiable, and a failure to comply with them will disqualify an applicant from sitting for the July 2020 bar exam.** Administrators and proctors also must wear masks. We will provide masks at the testing centers, but recommend that examinees bring their own and test their masks for personal comfort prior to the exam. We recommend that examinees bring more than one mask, as well as accept the mask we provide. We understand

that wearing a mask all day can be uncomfortable. Changing out the mask during the day may help alleviate some discomfort. Changing out the style of mask can alleviate constant pressure in the same areas around the ears, head, and face. *Examinees are also welcome to bring and wear a face shield or similar transparent face covering, but they still will be required to wear masks with the face shield.*

**Social Distancing.** Examinees will be at least six feet apart in all directions during testing. Examinees must remain six feet apart when in line to enter or exit an exam site and during the administration of the exam; we will place visible indicators on the ground that are six feet apart to use for lining up. Examinees should not congregate around the entry to the building. They should remain in a car or at a distance until the examinee's group is called to queue.

**Talking.** Talking, like sneezing or coughing, facilitates transmission of COVID-19. OAA will discourage examinees, proctors and administrators from unnecessary talking while at the exam site. Examinees will be strongly encouraged to limit talking outside the exam site as well, and to ensure that they maintain six feet distancing for any conversations.

**Personal Hand Hygiene.** Examinees will be strongly encouraged to use hand sanitizer and engage in hand-washing upon entering the exam site and while at the site. Hand sanitizers and wipes will be available at each site.

**Common Areas of the Testing Centers:** All common areas of the exam sites will be cleaned and disinfected throughout both days of the exam. The number of applicants allowed to be in the restrooms at one time will be monitored and limited. Water fountains will be closed at the exam sites. Examinees should bring plenty of bottled water to the exam in clear plastic bottles without labels.

**Items We Provide:** At each assigned seat, we will pre-set the following items for each examinee's use: pen, pencils, pencil sharpener, highlighter and ear plugs. We will have masks, hand sanitizer, disinfectant spray, tissues, and disinfectant wipes available for each group in their testing area.

**Examinee-Approved Items – Expanded List:** We will post an updated list of approved items examinees may bring to the exam. Only the approved items will be allowed with examinees at their seats. Each testing group will have a designated area to stow personal items. We recommend that examinees keep those items limited; however, we do recommend that you bring extra water that will last the full day and a lunch that can be stowed with the examinee's personal belongings. Examinees may also bring a small, personal hand sanitizer and wipes. All items at a testing desk must be placed in a clear plastic bag. Only clear plastic—not metal or glass—containers are permitted. All other standard testing rules apply and are available on our website.

**Lunch Break:** *Examinees will have the choice of exiting their respective testing sites during the lunch break to eat outside, or to stay in the room in which they are taking the exam. Once they*

receive their assigned testing location, we recommend that examinees plan how to spend the lunch break based on the location. *Currently, the University of Denver will not have food for sale in the exam building; the University of Colorado and The Denver Mart will offer an on-line ordering option.* Some testing locations have outdoor areas that are comfortable and provide a space to eat lunch, socially distanced from others. Examinees may also wish to spend that time in a car if the parking is close to the building. Please remember that during these breaks applicants should not congregate.

**Restrooms:** Restroom facilities will be identified at each location for use by specific groups. This will allow us to continue to limit cross-group risk at the site during the exam. *Restrooms will be available during the lunch break; however, depending on your testing location they will be unavailable for a short time to be cleaned.*

**Re-entry:** *Re-entry following lunch will be in groups of ten. Wristbands will be checked upon re-entry. Your room administrator will tell you by which time examinees should return to the testing room. Please be mindful that due to the use of multiple classrooms at the law schools, each room may not be on the exact same testing schedule.* Timely entry and cooperation is the only way this will work effectively and efficiently for everyone.

**Ventilation:** 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.

**Transfers to February Exam:** *The OAA is waiving the usual transfer fee for examinees who notify the OAA in writing that they wish to transfer their July 2020 bar examination application to the February 2021 bar examination. Such examinees are requested to provide that notification as soon as possible.*

**Update Announcements:** Our plan to proceed with the Bar Examination in July is based on currently available public health information. As the COVID-19 situation continues to evolve, that information may change. We will email examinees with new information when available. Examinees also should check our website regularly for additional announcements about the July bar exam, as they may not see or receive our email. Examinees should check their spam folder for emails from [bleinfo@csc.state.co.us](mailto:bleinfo@csc.state.co.us) – and add that email address to their approved list.