

**COLORADO SUPREME COURT OFFICE OF ATTORNEY ADMISSIONS
(303) 928-7770**

**INSTRUCTIONS AND SCHEDULE FOR THE COLORADO BAR EXAM
Tuesday and Wednesday, July 25 and 26, 2017**

ADMISSION BADGES WILL BE MAILED on or about Friday, June 30, 2017.

Badges will be mailed only to those persons who have completed their applications for eligibility to sit for the examination.

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

RULES AND RESTRICTIONS. Persons who fail to comply with the requirements 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:

- 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
- under the influence of alcohol or illegal drugs
- 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 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.

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). Clothing may be subject to search.

Prohibited clothing items include, but are not limited to:

- Hooded or pocketed sweatshirts or sweaters
- Coats, sport jackets, fleece jackets, down vests and bulky outerwear
- Garments with linings or significant bulk
- Garments with **cargo pockets**
- **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
- Purses, bill-folds or wallets, backpacks, computer bags, canvas or cloth bags
- Hats, bandanas, headbands, headgear and head coverings
- Neckties, neck scarves, and other clothing accessories
- Jewelry
- Sunglasses and eyeglass cases
- **All garments are subject to search at any time during exam sessions**

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.

NON-ESSENTIAL ITEMS. Prohibited items discovered during the examination will be confiscated, you will be removed from the exam and your exams may be nullified.

Do not bring the following items with you to the exam. They are prohibited.

- **Pens, pencils and other writing utensils.** Pens and pencils will be provided. Personal writing instruments will be collected and discarded!
- Highlighters, 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 or shooters' muffs (*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
- Plastic grocery or garbage bags (regardless of size)
- Key fobs, currency, credit cards, hotel or building access cards
- Weapons of any kind
- Small hand held pencil sharpeners **prohibited on Tuesday** (*permitted on Wednesday*).

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. If you wear a head covering for religious purposes, report to the main stage and 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.

EXAM LOCATION.

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

The exam will be administered at the Denver Merchandise Mart, Expo Building, 451 E. 58th Avenue, Denver Colorado. From Interstate 25, take 58th Avenue, Exit #215 East. *If you are an applicant receiving test accommodations, your exams may be administered in a different location. Please review carefully your Individual Examination Schedule for times and location of your examination.*

Parking is complimentary in the lot directly in front of the main entrance to the Expo Building. However, examinees will enter the building through the loading dock area located on the east side of the Expo building.

Once the exam room doors are opened you will be directed to an area where you will secure all personal belongings before proceeding to the test area. Candidates will be confined to the designated test area during all test sessions.

- 1. Before proceeding to the test room all non-essential belongings must be secured in an area designated for such items. This will be an empty room or**

open area with no storage lockers 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 clearly identify your belongings with your name. This area will not necessarily be monitored or secured. **Bring no valuables.**

- 2. The Office of Attorney Admissions assumes no responsibility for lost or stolen items.**
3. Access to personal belongings will only be permitted during the lunch break and at the end of the afternoon sessions.

ADMISSION BADGES. Two badges are needed for admission to the exam (one for each exam day). The badges reflect your name, seat number and test method. Bring the appropriate badge and an unexpired, government-issue picture identification (such as a driver's license) with you to the exam. **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.

1. 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.
2. Unless otherwise authorized, only those 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.

Items permitted in the test area:

1. A lightweight sweater or sweatshirt, no hoodies or pockets
2. One clear, resealable plastic bottle of water or other non-alcoholic beverage (*no glass containers*). **All labels must be removed.** All other beverage containers are prohibited.
3. A cushion or pillow (not to exceed dimensions of a standard-size bed pillow). No pillowcases or removable covers.
4. Soft-soled shoes are encouraged. Heavy or above the ankle boots are discouraged and will be subject to search at any time during the exam.
5. The following items, while permitted, must be contained in a clear, transparent (*see-through*), sealable, plastic baggie, no larger than gallon size. Packaging must be removed from all items.
 - **On Wednesday only:** 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.
 - DO NOT bring snacks containing peanuts
 - feminine hygiene products (*may be individually wrapped*)
6. Laptop computer (*if you are so registered*), extension cord, surge protector, corded peripheral mouse (*if desired*) and USB memory stick. Wireless devices of any kind are prohibited. Laptop cases, peripheral keyboards, mouse pads and other laptop accessories and devices are also prohibited.
 7. Permitted items must be ready for inspection before entering the test area.
 8. 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 test area only after staff has completed pre-exam preparations. Computer test takers will be admitted to the test room first, hand 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).

EXAM SESSIONS

- Prepare to show your admission badge upon entry to the test area.
- Examinees will vacate the building during the lunch breaks.
- Following the lunch break, doors will reopen at approximately 1:00 p.m.
- In the event of an unanticipated delay or interruption to the morning schedule the lunch break could be shortened.
- Countdown clocks will display the number of hours and minutes remaining in each test session.
- At the beginning of each test session, countdown clocks will be set to 3:01 (*representing 3 hours and 1 minute remaining*); *when the clock counts down to 3:00 you will be given the signal to begin.*
- Remain seated during all oral instructions and announcements
- No smoking in the facility
- Sit only in your assigned seat
- No talking with other examinees
- No removal of test materials from the test room
- No test materials may be taken to the rest room
- No use of any communication device at any time, even if you finish the exam early
- Picture ID must remain face-up on the table
- No breaks may be taken the last 5 minutes of each exam session
- Breaks must be limited to 5 minutes
- You must be seated the last five minutes of each exam session

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. On Wednesday, place your answer sheet inside your MBE test booklet and secure them with a proctor.
 - b. **If you are using a computer**, remember to block your screen by selecting 'View' then 'Hide Exam' in the SofTest menu.
3. **Use only those restrooms designated for use during exam sessions.** 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, illness or tardiness.
4. **Do not, at any time, remove your test materials from the test room or carry your materials to the rest room.**

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 5 minute break, but you must remain in the test room. Stand or sit quietly away from other examinees. After 5 minutes, retrieve your exams from your proctor and return to your seat. You must be in your seat the last 5 minutes of the session.

MULTISTATE ESSAY EXAM (MEE) AND MULTISTATE PERFORMANCE TEST (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 who are hand writing the exam. Pens will be included for all applicants.
3. **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 who are hand writing the exam.

- a. **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 margin below the last printed line on the page.**
- b. 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.
- c. PT answer sheets consist of 3 pages stapled together as one set and should not be separated. Each answer sheet set is identified at the top with either PT-1 or PT2. Each PT answer sheet also has a space at the top of each page to write your seat number. Lines are printed on the front and back of all three pages. **PT answers may not exceed six sides of writing.**
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. No other identifying information should appear on your answer sheets. *(Computer test taker-Seat and Question numbers will automatically appear on your answers when they are printed from the ExamSoft software.)*
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 answers written on answer sheets or printed from the ExamSoft 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.
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. **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.** 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 be collected before you leave the exam room and 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 have been collected and verified.

Additional Information for Computer Test Takers -

1. Bring your laptop computer, extension cord, surge protector, and a USB memory stick. Computer cases are not permitted in the test room and must be secured in the area designated for personal belongings.
2. **Arrive no later than 7:30 a.m.** (doors will open at 7:15 a.m.) to allow sufficient time for locating your seat assignment, setting up your equipment and checking to ensure the software will launch successfully.
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 SofTest.**
4. 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 additional time to resolve technical problems.
5. **Therefore, before exam day, familiarize yourself with your equipment, be certain that you have installed the latest bar exam edition of SofTest, downloaded the two exam files (AM and PM), completed the Mock Exam and registered your computer.** You will be required to write the exam if you fail to complete the entire download and registration process.
6. **When you launch SofTest on exam day your 8-digit NCBE number (assigned to you by the National Conference of Bar Examiners) 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.**

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 the Supervisor's table.
8. 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.
 - One memory stick (1 GB) should be sufficient for creating a back up of both the AM and PM answer files.
 - 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.
 - Please note, USB memory sticks will not be returned. Answer files will be purged 60 days following the announcement of the exam results.
9. **MEE answers** are limited to 5000 characters. **MPT answers** are limited to 12000 characters.
10. All essay answers must be reviewed on your computer screen prior to the conclusion of each exam session. Once you have been dismissed for the day 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 Office of Attorney Admissions website:
<http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>. Your uploaded exam answers will be printed by the Office of Attorney Admissions beginning Wednesday morning, July 26, 2017.
11. **You must upload your answers no later than Wednesday, July 26 at 6:00 a.m.**

MULTISTATE BAR EXAM (MBE) MULTIPLE CHOICE. 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.*** Answer sheets will be bubbled using the pencils provided by the Office of Attorney Admissions. **No credit will be given for questions answered in the test book.** No deductions are made for incorrect answers; thus, you should attempt to answer every question.

EXAM SCHEDULE

Tuesday, July 25 – MEE and MPT Written Exam: This day of examination is 6 hours – 3 hours in the morning (MEE) and 3 hours in the afternoon (MPT).

- Wear your Tuesday Admission Badge.
- Pens will be provided. Do not bring writing instruments.

7:15 a.m. Computer test takers admitted to the test area.

7:45 a.m. Writing test takers admitted to the test area.

8:00 a.m. MEE morning session begins. **You must be in your assigned seat and remain seated during all oral instructions and announcements.**

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

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 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. 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, July 26 – Multistate Bar Exam (MBE). This day of examination is 6 hours – 3 hours in the morning and 3 hours in the afternoon.

- Wear your Wednesday Admission Badge.
- Pencils will be provided. Do not bring writing instruments.

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 in your assigned seat and remain seated during all oral instructions and announcements.**

- 9:00 a.m. *(Time approximate)* Test begins. Once administrative procedures have been completed official test clocks will be set.
- 12:00 p.m. End of MBE 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. Be prepared 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 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. End of MBE 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.

BAR EXAM RESULTS. Examination results are tentatively scheduled for release on Thursday, October 5, 2017. **Bar Result Notices with test scores will be posted to your online application account (*no later than close of business*), Thursday, October 5, 2017 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 on line.

Names of those passing the exam will be posted on the Office of Attorney Admissions web site at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExaminationResults.asp> on Thursday, October 5, 2017. 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 the 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.

NOTE – ALL EXAMINATION RESULTS ARE FINAL

**In the event of an unforeseen major event, such as extreme weather or natural disaster that might disrupt the exam administration, please check our website for special announcements affecting the exam administration at:

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

Resources:

Public transportation in the Denver area:

www.rtd-denver.com

(303) 299-6000.

Denver Merchandise Mart: <http://www.denvermart.com>

For information about overnight accommodations contact:

Denver Visitors Information Center

<http://www.denver.org>

(303) 892-1505.