

## APRIL 2024 COLORADO LLP EXAMINATION APPLICANT AGREEMENT

Any Examinee sitting for the April 2024 Colorado Licensed Legal Paraprofessional (LLP) exam must execute this Agreement by no later than Tuesday, March 5, 2024. Failure to execute this Agreement by the deadline may result in an Examinee being unable to sit for the April 2024 LLP exam.

IN FAIRNESS TO ALL EXAMINEES AND TO MAINTAIN THE INTEGRITY AND SECURITY OF THE LLP EXAMINATION, THE FOLLOWING RULES AND CONDITIONS MUST BE FOLLOWED AND WILL BE STRICTLY ENFORCED.

The staff for the Colorado Supreme Court Office of Attorney Regulation Counsel – Licensed Legal Paraprofessional Admissions (OARC) administers the Colorado LLP 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 Examinee engaging in improper conduct or behaving in an unprofessional or discourteous manner may be disqualified and removed from the examination site.

Any Examinee who breaches a required testing condition may be subject to sanctions by OARC or the Colorado Supreme Court Character and Fitness Committee. Sanctions may include, but is not limited to, referral to a Colorado Character and Fitness Inquiry Panel, closure of the Examinee's admissions application, and/or nullification of the Examinee's examination score.

*Please enter your initials on the appropriate line by each paragraph after you have read it. By entering your initials, you are indicating that you have read and understood the information in the paragraph. By electronically signing and submitting this Agreement, you are agreeing to the terms and conditions for the April 2024 Colorado LLP exam.*

### **Computer/ Technology Requirements and Obligations:**

I understand that the entire exam will be administered in-person and I will bring a laptop for testing for the essay portion of the exam. I understand that it is my sole responsibility that my testing computer meets all system requirements as set forth by ILG for use of ILG Exam360 testing software.

*Initial:*

I understand that I am responsible for monitoring my email account for the email address I have on file with OARC, as that is the email address that will be used to create examinees' ILG laptop registration accounts. And, I understand I must contact my OARC Licensure Analyst if I need to change my registered email address.

*Initial:*

I understand that I may NOT use an iPad or other tablet device to take the computer portion of the examination. Any questions concerning the permissibility of my laptop must be directed to ILG.

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*Initial:*

I understand that if I do not own the computer that I intend to use for the examination, I am responsible for verifying that there are no restrictions in place on the computer that will prevent me from running the ILG software. I also understand that I must have access to the laptop after the examination has concluded until results are released.

*Initial:*

I acknowledge that a mechanical failure or malfunction of my computer or any other personal testing equipment will not be grounds for additional testing time or reconsideration or modification of my score.

*Initial:*

**MANDATORY COMPUTER REGISTRATION:** I will register the required ILG software on a computer that meets requirements as specified by ILG. I understand that if I do not timely register my testing laptop, I will handwrite for the April 2024 Colorado LLP examination. I understand that any prior registrations to use ILG Exam360 does not apply; I must register my laptop specifically for use for the April 2024 LLP exam.

*Initial:*

I understand that I must review and accept the use of ILG provisions and privacy policy, and agree to be bound by those terms and conditions if I elect to use a laptop during the examination.

*Initial:*

### TESTING ENVIRONMENT:

**OARC-PROVIDED TESTING ITEMS:** To ensure the security and integrity of the examination, I understand the following items will be provided to me by OARC during exam administration:

- 1 writing pen;
- 1 highlighter;
- 2 pencils;
- 1 pencil sharpener; and
- 1 set of ear plugs

*Initial:*

**PERSONAL PERMITTED ITEMS:** I understand that the following items are permitted in the testing area at my testing table. All items will be checked by security before being allowed into the testing area. Items not permitted in the testing area must be left in the Personal Belongings area (area outside the testing room, but near the exam check-in tables). Items such as keys/key fobs, wallets, etc. should be checked with a personal belongings proctor. All other prohibited items should be left in the Personal Belongings area in an easily recognizable personal back pack or bag.

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Permitted in the testing area at your testing table:

- A cushion or regular-sized bed pillow (no Queen, King or oversized pillows). No pillowcases or removable covers.
- A laptop computer with ILG Exam360 on it and compatible power cord. If using a laptop battery it should be fully charged in case there is a power interruption.
- Laptop cooling pads.
- Back-up computer power cord.
- External mouse and mouse pad.
- Medication and menstruation products.
- Medical devices (e.g. glucose monitor, breast pumps, hearing aids, etc.) if approved as a courtesy request (see submission form [here](#)).
- Snacks and beverages in clear (see-through) **plastic** containers/baggies, with no labels or printing on them. (I understand that I should have a secure lid on any beverages, as I will not be given extra time if the beverage spills.) (Ziploc-type baggies are most ideal for snacks. Tinted plastic drinking containers are acceptable as long as they are see-through. Do not bring plastic containers covered in stickers.)
- Face mask/covering, and shields.
- Eraser.
- Prescription glasses, blue-light glasses, and re-usable cleaning cloth for glasses. (Please do not bring in eye glass cases or glasses cleaning spray.)
- Extra clothing layers, all subject to inspection. (Please do not wear baseball-type caps or other hats.) Clothing and head coverings worn for religious purposes is allowed, but may be subject to a security scan. Due to ever-changing weather conditions in Colorado, Examinees are allowed to wear or bring to their testing table additional clothing outerwear. Layering of clothing is recommended to adjust for heat and cold conditions that may vary through-out the testing room. OARC requests that Examinees reduce the number of pockets on garments they wear or bring, as all clothing (including pockets) will be checked at security prior to entry to the testing room. Additionally, Examinees should not wear removable jewelry – such as bracelets, necklaces, etc. Jewelry worn for religious purposes is allowed.

*Initial:*

**PROHIBITED ITEMS:** To ensure the security and integrity of the examination, I understand the following personal items are prohibited and not permitted at the testing table. (This list is not all inclusive, but rather indicative of typical items examinees may want to bring into a testing area.) I understand that any items not allowed at the testing table must be left in the Personal Belongings area or checked-in with the Personal Belongings Proctor.

I will not attempt to bring to my testing table any of the following items, unless an item has been specifically allowed for me through an approved request:

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- Any toy, clock, watch, sound emitting devices that makes a noise (smart watches, digital watches, analog watches, etc.), timers, fitness trackers, calculators, timepieces of any kind, including smart watches, wristwatches, stop watches and table clocks, and any other wrist wear.
- Backpacks, bags, purses, tote bags, bill-folds, wallets, briefcases, computer bags, laptop cases, sleeves, or shells.
- Personal highlighters, pens, pencils, book holders or stands, pencil grips, and correction fluid/white-out. Personal writing instruments will be collected and discarded.
- Reference materials, exam review materials, notes of any kind.
- Cell phones and all other digital, electronic communication devices, data organizers or other digital or electronic storage devices.
- Photographic, recording and transmission devices.
- Devices equipped with GPS.
- Laptop cases, laptop external covers, and other unauthorized laptop accessories. External monitors are prohibited.
- Earplugs, sound suppression or noise canceling headphones. OARC will provide earplugs for the exam.
- Paper items of any kind (including 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. (This includes opaque/clear water bottles that are completely covered in stickers.)
- Glass containers.
- Plastic grocery or garbage bags (regardless of size).
- Key fobs, money, credit cards, hotel or building access cards.
- USB drives.
- Weapons of any kind.
- Sunglasses and eyeglass cases.
- Clothing containing statements or graphics that may be deemed offensive or derogatory.
- Hooded or pocketed sweatshirts. See Note.\*
- Coats, sport jackets, fleece jackets, down vests and bulky outerwear. See Note.\*
- Garments with linings, significant bulk, or cargo pockets. See Note.\*
- Hats of any type, bandanas, headbands, headgear and head coverings. See Note.\*
- Scarves, neckties, and other clothing accessories. See Note.\*
- Removable jewelry. See Note.\*

**\*NOTE:** Clothing and jewelry worn for religious purposes is allowed, but may be subject to a security scan. Layering of clothing is recommended to adjust for heat and cold conditions that may vary throughout the testing center. OARC requests that Examinees reduce the number of pockets on garments they

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wear or bring, as all clothing (including pockets) will be checked at security prior to entry to the testing room.

*Initial:*

**PROHIBITED BEHAVIOR:** To ensure the security and integrity of the examination, I understand that I may NOT:

- It is strictly prohibited to reproduce or disclose any questions or answers by any unauthorized means to any person or to any public forum at any time, including after the examination. This includes disclosing the substance or details of any test question fact pattern or answer, in whole or in part, by email, blogs, online social or professional networking sites, or any other unauthorized means.
- Seek, obtain, or use answers or information from another Examinee or any other person or source during the exam administration; discussion of examination content with other examinees during the exam administration.
- During any testing session, communicate through any means whatsoever, including any visual, verbal, electronic, or any other type of communication, with another Examinee or any other person except for seeking assistance from exam staff, proctors or technicians.
- Sit for the examination for any purpose other than admission to practice law in Colorado as an LLP.
- Wear 'removable' jewelry, non-prescription glasses (other than permitted "blue light" glasses), or clothing that may be deemed offensive or derogatory.
- Attempt to take the examination for someone else.
- Use unauthorized notes, books, calculators, wrist watches/timepieces, notations or other aids.
- Use unauthorized pens, pencils, or highlighters.
- Possession or use of photographic, recording or transmission devices.
- Write 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 room.
- Disrupt other candidates.
- Behave in an unprofessional or discourteous manner when interacting with others.
- Be under the influence of alcohol. Use of any tobacco, illegal drugs, marijuana, non-prescription medications or other products that may interfere with an examinee's and other examinee's wellbeing.
- Fail to follow verbal or written instructions.

*Initial:*

### TEST SECURITY:

I understand that I am not permitted to remove or attempt to remove original, duplicated, or recorded test materials, notes, reconstructed test questions, or answers by any means or at any time. This includes

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sharing the substance or details of any test question fact pattern, option choices, or answer, in whole or in part, by verbal communication, email, blogs, online social or professional networking sites, written notes, or any other means.

*Initial:*

I shall not falsify or misrepresent information required for admission to the examination, impersonate another Examinee, or have an impersonator take the examination on my behalf.

*Initial:*

I will not give, receive, or seek aid from any other Examinee or source during the administration of the examination, with the exception of seeking assistance from ILG technicians or OARC.

*Initial:*

Just like licensed attorneys and legal paraprofessionals have an ethical duty to report serious misconduct by other attorneys and LLPs, I understand that if I become aware of dishonest conduct by another examinee(s) I must report that to the LLP Admissions Office.

*Initial:*

I will not place my name or initials or otherwise make any attempt of personal identification in any way on any part of the examination answers, except where may be required by the use of my OARC-assigned examinee number and on the multiple choice scantron forms.

*Initial:*

### **COVID-19 PROTOCOLS:**

I understand that all examinees must abide by all COVID-19 protocols set forth by OARC, federal, state, and local health and safety agencies instituted at the time of the exam; OARC may amend any of the COVID protocols prior to the administration of the April 2024 LLP exam, and that OARC will timely notify examinees of any changes to the health and safety protocols prior to the exam administration.

*Initial:*

I understand that if I am subject to quarantine under applicable federal, state or local public health guidelines or through a medical directive, I may not sit for the April 2024 LLP exam and will contact the LLP Admissions Office to discuss my options.

*Initial:*

**I agree that if I develop COVID-19 symptoms, test positive for COVID-19, or come into close contact with an individual with COVID-19 within five days of the exam administration, I will contact OARC immediately**

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**to discuss.** I understand I should consult the [CDC COVID-19 Quarantine and Isolation Calculator](#) prior to contacting OARC, but should not delay in contacting OARC.

*Initial:*

I agree that if I am exhibiting symptoms of COVID-19 during the April 2024 exam, I will excuse myself from the exam, inform staff of my condition and will not return.

*Initial:*

I agree to report to OARC within six days after the exam administration if I test positive for COVID-19 or develop symptoms of COVID-19<sup>1</sup> within five days<sup>2</sup> from the LLP exam administration. I understand that if an examinee, proctor or staff member tests positive for COVID-19 after the exam, OARC may disclose relevant information to public health agencies, the exam facility, and/or others as appropriate.

*Initial:*

Wearing a face mask is optional for the April 2024 LLP Exam. I understand that a face mask mandate may be imposed at a later date. OARC will inform examinees of this change as soon as reasonably possible. If a face mask mandate is imposed at a later date, I understand that I will be required to follow any updated mask requirements in order to sit for the exam.

*Initial:*

### **CERTIFICATION:**

I affirm that I am a bona fide Examinee for admission to Colorado and am taking the LLP exam with the intent of pursuing admission to practice law in Colorado.

*Initial:*

I have read the above terms for the April 2024 Colorado LLP Examination and agree to abide by these conditions. I understand that OARC may amend any of these conditions prior to the administration of the April 2024 LLP exam, but that I will be notified of any changes. I understand that a violation of any of these conditions may cause me to be directed to appear before a Character and Fitness Inquiry Panel, which could result in my score being temporarily or permanently embargoed or a recommendation to the Colorado Supreme Court that my admission to practice law in Colorado be denied. If I have any questions or concerns about the administration of the exam, I will contact OARC.

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<sup>1</sup> Symptoms has defined by the Center for Disease Control. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<sup>2</sup> Reference CDC guidelines of how to calculate at [https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fyour-health%2Fquarantine-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fyour-health%2Fquarantine-isolation.html)

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Last Name, First Name, Middle Initial

Examinee Signature

Last four of SS number

Date

Email

Submit