

FAQs Related to the October 2020 Remote Bar Exam in Connecticut

What subjects will be tested by this remote exam?

- The subjects tested on the October 2020 remote exam will be the same as the subjects of the Uniform Bar Exam. You should study the same topic areas that you would if you were preparing to take the UBE.

What is the schedule and format of the October 2020 remote exam?

- The remote exam will consist of four 90-minute test sessions administered over two days, October 5 and 6, 2020.
- On October 5, one 90-minute session will consist of one Multistate Performance Test (MPT) item and the other 90-minute session will consist of three Multistate Essay Examination (MEE) questions.
- On October 6, each of the two 90-minute sessions will consist of 50 Multistate Bar Examination (MBE) questions.
- The remote exam will be administered on the following schedule (all times are **Eastern Time**):

Monday, October 5, 2020

12:00PM to 1:30PM MPT

2:00PM to 3:30PM MEE

Tuesday, October 6, 2020

12:00PM to 1:30PM MBE 1-50

2:00PM to 3:30PM MBE 51-100

- The schedules for applicants testing with accommodations under the Americans with Disabilities Act will vary from the standard schedule addressed above. Each examinee who was granted nonstandard testing accommodations for a disability under the Americans with Disabilities Act will receive their specific examination schedule with their testing accommodations agreement.
- Each exam session will require a password, which will be released **15 minutes** before each session is scheduled to begin. Applicants can and should begin the check in and log in process as soon as the password becomes available in the event they require any assistance from ExamSoft. Once an applicant logs into the software, he or she may begin the exam even if it is prior to the scheduled start time. The software will log the applicant out automatically once he or she reaches the maximum time permitted for each session.

Who is eligible to take the remote exam?

- Applicants with a pending July or Fall 2020 bar examination application are eligible to take the remote exam if they meet all of the following conditions:
 - Dean's Certificate (Form 4) and official final law school transcript from the JD issuing school are **received** on or before **Tuesday, September 29, 2020**. For foreign educated applicants, all LL.M.

FAQs Related to the October 2020 Remote Bar Exam in Connecticut

degree requirements must be met and the official, final transcript and course descriptions from the LL.M. degree granting school must be **received** on or before **Tuesday, September 29, 2020**.

- NCBE Number is **received** on or before **Tuesday, September 29, 2020**.
- Affirmation statement: “I, (applicant name), affirm that I do not, and will not, plan to sit for any other jurisdiction’s bar examination administration in July, September or October 2020 during which NCBE tests will be used.” is **received** on or before **Tuesday, September 29, 2020**. Affirmation statements may be sent by mail or email. Any applicant who has taken an exam in July, September or October 2020 during which NCBE tests were used will be rejected and will be unable to take the remote exam.
- All ExamSoft requirements are met by the applicable deadlines. For information regarding the requirements and deadlines, please visit the Computer Based Testing page of the CBEC Website: https://www.jud.ct.gov/cbec/computer_based_testing.htm. Applicants who fail to meet all requirements by the applicable deadlines will be rejected and will be unable to take the remote exam.
- Applicants who fail to meet any of the above requirements will be rejected and will be unable to take the remote exam.

What software vendor will Connecticut use to deliver the October remote exam?

- Connecticut examinees will register to use the Exemplify testing software provided by ExamSoft Worldwide.
- Prior to the opening of the registration period, CBEC will provide detailed information to applicants on the registration process. This information will be sent to the email address provided by applicants in their bar applications and so it is critical that applicants keep their preferred email address up to date with the CBEC. This information may also be found on the CBEC Website: https://www.jud.ct.gov/cbec/computer_based_testing.htm.

Will applicants have to pay a separate fee for the software?

- NO. CBEC will pay the registration fee for each applicant.

What technology is required?

- Each examinee’s testing location must have Wi-Fi access to begin each session of the exam and at (or after) the close of the exam to submit examination answers and audio/video files, but the examinee is NOT required to maintain an active internet connection throughout each session.
- All examinees are required to have a webcam and microphone for the mock exams and for remote proctoring of the exam.
- Additional detailed technological requirements are available at

FAQs Related to the October 2020 Remote Bar Exam in Connecticut

- Mac: <https://examsoft.force.com/etcommunity/s/article/Exemplify-Minimum-System-Requirements-for-Mac-OS-X>
- Windows: <https://examsoft.force.com/emcommunity/s/article/Exemplify-Minimum-System-Requirements-for-Windows>

Technical Support

- All technical questions concerning the software should be directed to ExamSoft at 866-429-8889.
- Should an applicant experience a technical issue before or during the examination, the applicant may leave the testing area to retrieve their phone to call technical support for assistance. The phone must be removed from the testing area as soon as the support call ends and before the applicant resumes testing.

Where is the exam administered?

- Examinees may take the remote exam at their home, work/office, law school, library, or another location of their choice. The environment should be quiet and distraction free, with no personal identifying information.

What if an applicant does not have access to a quiet space or reliable internet?

- Applicants who need a quiet space or a location with reliable internet may reserve a hotel room of their choice for two days.
- The CBEC will reimburse such applicants up to \$200.00 per day for two days for the room and wi-fi should a request for such an accommodation be received by the deadline and granted. Costs beyond the room and wi-fi will not be reimbursed.
- Those seeking such an accommodation must provide an affidavit explaining in detail why the accommodation is required. Affidavits may be mailed or delivered in person during business hours; they will not be accepted electronically. Affidavits seeking an accommodation must be **received** on or before **Tuesday, September 29, 2020** in order to be considered. A form affidavit is available on the CBEC website: <https://www.jud.ct.gov/cbec/Feb20/FormAffidavit.pdf>.
- After the exam, applicants who were granted such an accommodation and who took the examination must submit their hotel bill for reimbursement.
- The CT Bar Association (CBA) in New Britain, CT will have space available for Connecticut applicants taking the October 2020 remote bar exam. Space is limited. Those requesting an accommodation for a quiet space and/or reliable internet and would like to test at the CBA must indicate such in their affidavits. Those testing at the CBA must wear masks in common areas but may remove their masks while taking the exam in their designated testing room. Those testing at the CBA will need to sign in upon arrival, answer some questions and have their temperature taken. If an applicant's temperature is not within the correct range, he or she would be denied admittance.

FAQs Related to the October 2020 Remote Bar Exam in Connecticut

What testing conditions will be required?

- Examinees must be alone in the room where they are taking the exam. This should be a quiet and distraction-free environment.
- Examinees must not have a phone on their person or in the testing area.
- Applicants may have water in a clear container with no labels or printing.
- Applicants may use foam, cordless earplugs during the exam. Such earplugs must be shown to the camera prior to use.
- Examinees should remove diplomas, photographs, or other items that could personally identify the applicant and that would be visible in the webcam footage during the examination. Examinees will be able to assess what items would be visible during the mock exams to determine if there are items they would need to move before the remote exam.
- Examinees should remain seated with their face visible to the camera for the duration of each 90-minute test session. Examinees will be able to see what is within view of the webcam during the exam to ensure they are within view.
- Examinees will have a break in between the 90-minute sessions, during which they will be allowed to step away from their computer to stretch, use the bathroom, etc.

What features will examinees be able to use within the exam software?

- Examinees **WILL** be able to:
 - On the MPT and MEE questions:
 - View the question and their response at the same time. For the MPT, examinees will be able to open the MPT library attachments and view both the attachment and the exam response on the screen.
 - Highlight within the text of the questions. There is no highlighting within any attachment.
 - Use up to approximately 30 pages of “virtual scratch paper” to outline their responses.
 - Cut and paste text within their response and from the virtual scrap paper.
 - Use spell check and “find and replace” within their response.
 - **For the MPT ONLY**, applicants may use physical scratch paper and non-digital writing utensils to make notes and outlines. Any physical scratch paper and writing utensils used on the MPT must be completely removed from the testing area before the start of the MEE session.
 - On the MBE questions:
 - Highlight within the text of the questions.
 - Cross out unwanted answers. Applicants must still select an answer (crossing out all answers believed to be incorrect is not enough) in order to receive credit for a correct answer.
 - Navigate forward and backward and skip and return to unanswered questions.

FAQs Related to the October 2020 Remote Bar Exam in Connecticut

- Flag questions for later review during that exam session. Examinees will be able to filter for flagged or unanswered questions.
- Should any questions remain unanswered and the applicant attempts to exit with time remaining, the software will alert the applicant.

Examinees **WILL NOT** be able to:

- Use more than one monitor.
- Cut and paste or drag and drop text from the question or the MPT library to their written response.
- Underline, circle, or cross out text within the MEE and MBE questions or the MPT materials.
- Have access to or use physical scratch paper or any writing utensil on the MEE or MBE sessions of the examination. Examinees determined to have used physical scratch paper at any time during the MEE and/or MBE sessions of the examination will be investigated for cheating, resulting in a potential negative impact on character and fitness for admission.
- Use notes or any other physical reference materials.
- Examinees will be required to complete a registration process including two mock exams to familiarize themselves with the software.

What items will be permitted or prohibited for those taking the remote exam?

- A list of permitted and prohibited items will be sent to all applicants by mail. This list may also be found on the CBEC Website: <https://www.jud.ct.gov/cbec/examinfo.htm>.

How does remote proctoring work?

- Examinees must remain at their computer, with their face fully visible to their webcam, for the entirety of each 90-minute test session.
- The proctoring software will record the applicant (audio and video) throughout the exam session. The recording will be uploaded to ExamSoft along with the examinee's answer files.
- ExamSoft's artificial intelligence (AI) program will analyze the recording and will flag any unusual behaviors, movements, or sounds.
- All flagged footage is then reviewed individually by two human proctors to determine whether further analysis as to potential cheating or dishonest conduct is necessary. For example:
 - A dog barking in the background might be initially flagged by AI but cleared upon review.
 - The mere fact that a sound or behavior generates a flag does not necessarily mean that CBEC will formally investigate or take action against an applicant for exam misconduct.
- The proctors reviewing exam footage **will not** have access to any personally identifying information for examinees; all exam materials, including exam footage, are connected only to an examinee ID number.

FAQs Related to the October 2020 Remote Bar Exam in Connecticut

When must exam answer files and audio/video files be uploaded?

- The deadline to upload all exam answer files and all audio/video files is **12:00PM (EDT) on Friday, October 9, 2020**. Any examinee who has questions about whether a file successfully uploaded or who needs assistance uploading any file(s) must contact ExamSoft prior to this deadline.

How will the October 2020 remote examination be graded and scored?

- The CT Bar Examining Committee has retained a nationally recognized subject matter expert psychometrician to provide grading and scaling services that ensure the validity, reliability, and fairness of the process for this exam. The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) will be graded in the same manner as a Uniform Bar Examination administration. The written score will be scaled to the 100 question Multistate Bar Examination (MBE). The expert psychometrician will convert scores on the 100 item multiple choice exam to a 200 point score using a raw to scale conversion plan based on NCBE's historic raw to equated scale score transformations. This will ensure high exam reliability while maintaining a standard that is reflective of past exams. All jurisdictions agreeing to reciprocity for the October 2020 remote bar examination have retained the same expert psychometrician and have agreed to the same grading and scaling methodology.

What is the process and deadline to withdraw should an applicant decide not to take the remote exam?

- Applicants who decide not to take the remote exam on October 5 & 6, 2020 may choose to withdraw their application. Withdrawals must be in writing with an original signature. They must be received by mail or delivered in person during business hours. Withdrawals will not be accepted electronically.
- Applicants must specify if they would prefer a refund or a fee credit.
- Refunds will be mailed to the correspondence address on file.
- Withdrawals must be **received** on or before **Thursday, September 24, 2020** in order to be considered.