

## **GENERAL SITE INSTRUCTIONS AND INFORMATION**

- A. Each day of the examination, you must bring your admission ticket and a government-issued photo ID to your assigned site or you **will not** be admitted.
- B. **Do not** call the examination site. All questions should be directed to your case manager.
- C. The test sites will open at approximately 8:15 a.m. on Tuesday and approximately 8:30 a.m. on Wednesday. All candidates must be seated by the start of instructions as noted on your admission ticket. Candidates are not permitted to leave their seats during the reading of the instructions.

**Candidates participating in the laptop program must arrive at the test site no later than 8:15 a.m. on Tuesday. Special instructions are included for laptop program participants.**

- D. You must make a *bona fide* effort to answer each essay question. If the Examiners conclude you have not done so, none of your essay questions will be graded.
- E. Smoking is not permitted in the test site. Smoking may be permitted at outside designated areas. Examination papers must be left with your proctor.
- F. Quiet, soft-soled shoes should be worn to reduce noise level.
- G. Requests for special seating during the examination or permission to use special devices (e.g., glucometers, insulin pumps, back pillows, braces, etc.) must be submitted via the Medical Request Form, which can be found at [www.njbarexams.org](http://www.njbarexams.org) under the **Exam** tab. The form will be posted approximately two to three weeks before the exam and must be submitted by fax 609-815-2913 or email [bar.mailbox@njcourts.gov](mailto:bar.mailbox@njcourts.gov) **no later than one week prior to the examination.** Failure to do so will delay your entrance into the examination and may result in the devices being prohibited.

## **Policy Regarding Cell Phones and Other Electronic Devices**

The Supreme Court has approved the policy of the Board of Bar Examiners that bans all cellular phones, watches, clocks, and electronic devices from all bar examination testing sites. These devices are prohibited even if they are turned off.

If an applicant is found to have a cell phone or other prohibited device in his or her possession while in the examination test area -- which includes the examination room, the rest rooms, and the hallway -- the following sanctions will be imposed:

1. The Site Administrator will see to the immediate removal of the applicant from the test site;
2. The Board of Bar Examiners will invalidate the applicant's bar examination; and
3. If the applicant applies to take a future bar examination, the incident will be referred to the Committee on Character for its consideration and report to the Supreme Court.

All applicants are given written notice of this policy prior to the examination. A final oral warning will be issued by the Site Administrator prior to the commencement of each session of the bar examination

Heather Joy Baker  
Clerk of the Supreme Court

## IMPORTANT NOTICE!

To maintain security at the bar examination sites, you **are not** permitted to bring the following items into the examination site:

1. Handbags/purses
2. Hats/hoods (except religious apparel)
3. Tote bags, duffel bags, backpacks, briefcases etc.
4. Bar review course study materials
5. Notes or scratch paper
6. Liquid paper' or erasable ink
7. Electronic devices, such as cellular phones etc.
8. Weapons of any kind
9. Coats and jackets
10. Ear Plugs (they will be provided)
11. Wallets
12. Watches
13. Mechanical pencils
- 14. Hoodies are permitted but the hood must be tucked in.**

The Board of Bar Examiners is not responsible for any items that a candidate is required to leave outside the testing room.

Applicants **are** permitted to bring the following items with them into the examination site:

1. The official admission ticket
2. Proper Photo Identification
3. Writing materials – non-mechanical #2 pencils on Wednesday (pencil sharpeners will be available at locations throughout the examination room) and black or blue ink pens on Tuesday. Highlighters are permitted on essay day only.
4. Small unwrapped food items, such as cough drops, mints, candy, gum, etc., if contained in a **clear plastic bag**, the dimensions of which **must not exceed 12 inches by 12 inches**.
5. One clear **plastic** bottle of water/soda/juice, with the label removed, per exam session. **Beverages must be placed on the floor at the examination sites.**
6. Hygiene products
7. Layers of clothing are recommended as the heating/cooling systems function differently. **Sweaters and sweatshirts with hoods are permissible but the hood must be tucked in** (coats or jackets will not be allowed in the testing area).
8. Lunch in a paper bag that is labeled. Lunches will be placed in a designated location outside the testing room.

Other than the question and answer books, the only items permitted on the examination table are writing instruments, highlighters (essay day only), the enclosed Admission Ticket, unwrapped tissues, and your clear plastic bag.

## SUGGESTIONS ON ANSWERING ESSAY QUESTIONS

The essay portion of the bar examination is designed to test your ability to demonstrate a basic and essential capacity for the practice of law. Your grade will be based on your ability to identify and analyze issues and to present an organized, coherent and well-written response within the prescribed format. The response must be lawyer-like. On some questions this may require you to write a concise document that approximates the work product of a practicing lawyer; for example, a written legal argument, a memorandum of law, an attorney's letter, a contractual provision, or an analysis of a statute.

Please be reminded that candidates must make a bona fide effort to answer each and every essay question to have his or her examination graded.

In addition to the foregoing:

1. Read and re-read the problem carefully to familiarize yourself with the facts and circumstances. Do not assume additional facts unless directed to do so.
2. Make certain you understand the directions that appear in bold face type at the conclusion of the problem. The instructions may be different for each question. Adhere to those instructions and plan your response accordingly. Before you begin to write your answer, outline and organize your response.
3. Do not use a 'scattershot' approach; rather, structure your answer before you begin to write so that the essay will demonstrate your ability to analyze legal problems and to provide an organized, logical and coherent written response.
4. When appropriate to the format of the question, discuss all sides of issues and do not let your disposition of an issue preclude discussion of other issues presented. When appropriate, discuss procedures and remedies as well as legal rights and liabilities.
5. Allocate enough time to compose a clear and concise response. The writing ability exhibited by your response will affect your grade. There are two MPT questions in a three-hour morning session and six MEE questions in a three-hour afternoon session.

## SPECIAL INSTRUCTIONS FOR LAPTOP USERS

Candidates will be required to upload their completed exams via the internet **NO LATER THAN 4:00 p.m. on the Thursday immediately after the exam.** Instructions will be distributed to candidates at the exam.

1. On Tuesday, all candidates registered for the laptop program must arrive no later than 8:15 a.m.
2. **Please be advised that if your computer malfunctions for any reason during the examination, you must hand-write your essay examination.**
3. Candidates must bring their registered laptop, a fully charged battery, and an electrical power cord. An external mouse or full-size keyboard is permitted.
4. On Tuesday, you will be required to leave your laptop bag at a designated area and you will not be permitted to access the bag during testing. Please be sure to have your name in your laptop bag.
5. Once you are seated, please boot up your laptop but **DO NOT** launch the examination software. Wait for instructions from the examination administrator.
6. Please listen carefully to all instructions given to you by the examination administrator.
7. If you finish your examination before the 15 minute remaining announcement is made, you will be allowed to leave the test room. Please be sure to follow the instructions that will be distributed at the exam to save your examination. At the end of day; you may leave the room if you complete the session prior to the 15 minute remaining announcement being called, however, you **may not** pack up, disassemble, turn off or make any other modifications to your computer other than following the process for saving and backing up your essay answers. You must return to the examination room after the examination session is complete (**listen carefully during the afternoon instructions so that you will know what time the exam ends**), at which time you may retrieve your laptop computer.

Candidates must remain in their seats at the conclusion of the examination during the process of collecting the examination materials. Any candidate who leaves the room before being dismissed by the examination administrator is subject to having their examination voided.