

TENNESSEE BOARD OF LAW EXAMINERS

TENNESSEE BAR EXAM

GENERAL INSTRUCTION MANUAL – February 25 & 26, 2020

PURPOSE OF THE GENERAL INSTRUCTION MANUAL
FOR THE TENNESSEE BAR EXAMINATION

This information has been prepared by the Tennessee Board of Law Examiners for bar exam applicants. The purpose of this Manual is to provide information regarding testing policies and procedures, as well as what to expect on exam days. Please carefully read all of the information provided herein to help insure that you do not unknowingly violate procedures. You will be required to sign an Honor Pledge at the end of the exam attesting to the fact that you did not violate these procedures.

Failure to follow the Policies and Procedures of the Board during the exam or while at the exam location in a Secure Area will result in expulsion from the test and nullification of exam scores. You may be required to appear before the Board, as well.

Attached to this Manual is a form that you must complete and upload by 4:00 p.m. CDT, January 24, 2020.

TENNESSEE BOARD OF LAW EXAMINERS

February 2020 Tennessee Bar Examination

GENERAL INSTRUCTION MANUAL

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You are required to read this manual completely and thoroughly even if you previously read the manual as information changes from exam to exam.

**RETURN THE ACKNOWLEDGEMENT
FOUND ON PAGE 12 ON OR BEFORE
JANUARY 24, 2020
IN ORDER TO SIT FOR THE
EXAMINATION.**

TENNESSEE BOARD OF LAW EXAMINERS
General Instruction Manual

DAILY SCHEDULE: ALL TIMES CENTRAL STANDARD TIME

STANDARD TESTING SCHEDULE: For all Applicants other than those who receive notice of Approval of a Timely-Submitted Request for Non-Standard Testing:

DAILY SCHEDULE	MORNING	LUNCH	AFTERNOON
TUESDAY	<i>Instructions at 8:30 a.m.</i> 9:00: 3 hours of testing MPT-1 and MPT-2	12:10 – 1:15	<i>Instructions at 1:15 p.m.</i> 1:30 p.m.: 3 hours of testing 6 MEE questions
WEDNESDAY	<i>Instructions at 8:30</i> 9:00 a.m.: 3 hours of testing 100 MBE questions.	12:10 – 1:15	<i>Instructions at 1:15 p.m.</i> 1:30 p.m.: 3 hours of testing 100 MBE questions

THE SCHEDULES BELOW ARE ONLY FOR THOSE APPLICANTS APPROVED FOR NON-STANDARD TESTING, AS WILL BE NOTED IN YOUR SEATING ASSIGNMENT LETTER:

The following is ONLY for Applicants approved for Time and One-Half testing:

DAILY SCHEDULE	MORNING	LUNCH	AFTERNOON
TUESDAY	<i>Instructions at 7:00 a.m.</i> 7:30 4.5 hours of testing MPT-1 and MPT-2	12:10 – 1:15	<i>Instructions at 1:15 p.m.</i> 1:30 p.m.: 4.5 hours of testing 6 MEE questions
WEDNESDAY	<i>Instructions at 7:00 a.m.</i> 7:30 4.5 hours of testing 100 MBE questions	12:10 – 1:15	<i>Instructions at 1:15 p.m.</i> 1:30 p.m.: 4.5 hours of testing 100 MBE questions

The following is ONLY for Applicants approved for Double Time testing:

DAILY SCHEDULE	MORNING	LUNCH	AFTERNOON
TUESDAY	<i>Instructions at 8:30a.m.</i> 9:00: 3 hours of testing MPT-1	12:10 – 1:15	<i>Instructions at 1:15 p.m.</i> 1:30 p.m.: 3 hours of testing MPT-2
WEDNESDAY	<i>Instructions at 8:30</i> 9:00 a.m.: 3 hours of testing 50 MBE questions.	12:10 – 1:15	<i>Instructions at 1:15 p.m.</i> 1:30 p.m.: 3 hours of testing 50 MBE questions
THURSDAY	<i>Instructions at 8:30</i> 9:00 a.m.: 3 hours of testing 50 MBE questions.	12:10 – 1:15	<i>Instructions at 1:15 p.m.</i> 1:30 p.m.: 3 hours of testing 50 MBE questions
FRIDAY	<i>Instructions at 8:30a.m.</i> 9:00: 3 hours of testing 3 MEE questions	12:10 – 1:15	<i>Instructions at 1:15 p.m.</i> 1:30 p.m.: 3 hours of testing 3 MEE questions

If you complete any session of the exam prior to time being called, you must remain seated and refrain from talking. During the last 30 minutes of each session, you may not leave your seat for any reason. No early dismissals from any examination session are permitted.

LATE ARRIVAL

No additional time will be granted to anyone arriving late. No exceptions will be made under any circumstances. *Note:* Schedules for Applicants with certain accommodations will vary and will be provided with exam seating assignment.

GENERAL EXAM DAY INFORMATION

1. EXAM BADGE

You will be given a picture ID badge at registration each morning of the exam. The badge will include your name, seat number, Applicant ID number and NCBE number. You are required to wear the badge throughout the exam. Lanyards will be provided. Both the lanyards and the name badge must be returned each evening as directed by the Chief Proctor. You may not write anything on the ID or put anything other than the ID in the lanyard pocket. Not returning the badge/lanyard, writing on the badge or putting other items in the lanyard will result in expulsion from the exam and nullification of your exam scores. Any violation will be reported to the Board and you may be required to appear for a character and fitness hearing.

2. INFORMATION VERIFICATION CARD

On the first day of the exam, you will be given a blue Information Verification Card with your ID badge. This card will list the name, email address and requested interview county information on file with the BLE Office, which you will verify and sign. **This will be your last opportunity to change your interview county for the required in-person interview.** A proctor will pick up the card after the exam begins. As with all other papers on your table, you may not write anything on the card other than what is required and you must return the card. Any violation will be reported to the Board, you may be ejected from the exam and you may be required to appear for a character and fitness hearing.

3. LUNCH

You are on your own for lunch. There are restaurants or food vendors near the testing venues. No one is allowed to remain in the exam room during lunch and may only be in permitted areas in the building(s) where the exam is given. Proctors will be preparing the room for the afternoon session. **On Tuesday¹, laptops must remain in the exam room during the lunch break.**

4. PARKING AND HOTEL ACCOMMODATIONS

Ample parking is available at all testing locations, some at a fee of \$7 - \$20 per day. The Board of Law Examiners does not pay for parking. Several hotels are within walking distance or a short drive from all testing locations. Unless the exam is in a hotel, the Board of Law Examiners does not arrange for room blocks or special rates at hotels.

5. LAPTOP TESTING REGISTRATION AND REMINDERS

- Registration for Laptop Testing **opens on January 27 at 10:00 a.m. and closes on February 4 at 2:00 p.m.** Please check your email for the registration links. If you register for testing by laptop, you **MUST complete the mock exam** to be eligible to sit for the exam.
- Please note that the **bar exam testing software works differently** than software used during law school, even if provided by the same software provider. You must register and download the software each time you take the exam.
- Additional information on Laptop Testing can be found below under *Exam Day Procedures* and at <https://ei.examssoft.com/GKWeb/login/tnbar>.

6. INCORRECTLY FORMATTED ANSWERS

If you fail to follow the instructions and type an answer in the wrong space or delete, add, edit or renumber the preloaded laptop software dividers, or write multiple answers in one answer booklet or

¹ Tuesday and Friday for those with double-time testing accommodations.

incorrectly number an answer booklet, you will not be given additional time to move the answers. Once time is called, you may not work on your answers any longer. No additional time will be awarded for failing to follow instructions. The answer will be given to the grader assigned to grade the question indicated on the cover sheet or booklet cover of the answer. If the answer does not match the question or is blank, you will receive a zero for that question.

7. ATTIRE

Please refrain from using perfumes or colognes on exam days as other examinees may be sensitive to the scent. Also, be considerate of others by not wearing any jewelry or footwear (such as flip-flops) that makes noise. HATS, HOODS, HOODIES or anything with an attached hood are not allowed in the testing room. **You will be required to empty your pockets.** It is advisable to bring nothing more to the exam than what is required or permitted as provided below.

8. TENNESSEE BAR EXAM FAQs

Tennessee bar exam FAQs can be found on the Board of Law Examiners website at https://bwp.tnble.org/?page_id=406.

9. NO EXPECTATION OF PRIVACY

Examinees should expect to be photographed or videotaped during the examination, as needed. Photography or videotaping will be done in such a way as to minimize any distractions during testing.

10. SUGGESTIONS FOR ANSWERING ESSAY QUESTIONS

Suggestions from graders for answering essay questions can be found on the Board of Law Examiners website at https://bwp.tnble.org/?page_id=290. You can find information regarding MPT and MEE questions at <http://www.ncbex.org/exams/>.

SECURITY POLICY

1. SECURE AREA

Each exam location has a Secure Area. The Secure Area includes the registration tables, restrooms, designated bag drop (defined below), and any hallway area to, from or around the registration tables, restrooms, or designated bag drop areas, as well as the exam room. If the exam is the only event in the building, only examinees, bar exam proctors, BLE staff members, and building personnel will be allowed in the building. All exam location secure areas are inaccessible beginning at noon on the Monday before the examination. You may not enter the room until the room opens for testing each morning and each afternoon; you must leave the secure area during the lunch break.

*If you leave the Secure Area during a testing session for any reason, including using a restroom not designated for use by examinees, you cannot re-enter it during that testing session or any subsequent testing session, **you will be disqualified from the entire exam and your scores will be nullified.*** Do not leave the Secure Area during any testing session for any reason, other than during an emergency and then only as directed by the Chief Proctor. Entering cordoned-off areas not within the secure area of the building in which the exam is being administered may result in dismissal from the exam. The Board and examinees do not have access to all areas of the building not used for testing.

2. REQUIRED DOCUMENT

You *must* present a valid, unexpired government-issued photo ID, passport, or driver's license in order to enter the Secure Area. A school ID is not acceptable, even if issued by a state school. Do not bring your seat assignment email.

3. PERMITTED ITEMS

In addition to the photo ID, you may bring only the following items into the Secure Area on all testing days:

- One room or car key (just one key, not the full key ring)
- Tissues: up to two, out of package and placed on the table prior to the start of the exam
- Hard mints, cough drops or hard candy – unpackaged, unwrapped and placed on table prior to start of exam (no gum or chewable candies of any type)
- Non-Medicated eye drops in clear bottle with label removed
- Chap stick with the label removed
- Non-hooded sweatshirt or sweater which may be placed on the back of chair if not worn; coats and/or jackets heavier than a sweatshirt must be placed in the designated area for bags
- Proctors may determine that an item does not meet these criteria and direct you to remove the item from the testing area

4. PROVIDED ITEMS

We will provide clocks visible to all, pens, pencils, erasers, sharpeners, answer booklets, earplugs (one pair each day), tissues and water stations. Scratch paper is included in the question booklets. No loose paper is permitted.

5. PROHIBITED ITEMS



Anything not listed above as a Required Item, Permitted Item, or Provided Item is **PROHIBITED** in the Secure Area. **Cell phones are PROHIBITED. If you bring a cell phone or any other Prohibited Item into the Secure Area** (other than in the designated bag drop area or at the registration table in a properly labeled brown bag), **whether or not testing is in session, the cell phone or other Prohibited Item will be confiscated, you will be ejected from the exam and you will not receive an exam score.** Violations are reported to the Board and the Board may conduct a hearing regarding your character and fitness, and/or take other actions in addition to your disqualification from the exam. Before entering the Secure Area, leave all prohibited items you may have brought into the testing location with you in the designated bag drop or at the registration table.

Prohibited items include but are not limited to:

- ✗ Cell phones, smart watches, calculators, fitness trackers, and any other device or item with a battery
- ✗ Watches of any type, digital watches, analog watches, timers, clocks, fitness trackers
- ✗ Pens and Pencils, including highlighters and erasers; pencil sharpeners; pencil grips
- ✗ External mouse or keyboard, whether wired or wireless, USBs or other plug-in devices
- ✗ Food and beverages (other than hard candy or cough drops, as noted in Permitted Items, above)
- ✗ Cameras, scanners, recorders, or any device that has the ability to capture and/or store an image
- ✗ Hats, scarves, any item of clothing with a hood, headgear (except religious items that have been approved & inspected), blankets, or wraps
- ✗ Headphones, earplugs, or any sound suppression device other than foam earplugs without a string that have been provided by the Board
- ✗ Billfolds, wallets, cardholders
- ✗ Paper or notes of any kind (other than the materials provided to you by the Board)
- ✗ Tobacco products of any kind, including smokeless tobacco, E-cigs/Vapor devices
- ✗ Backpacks, purses, tote bags, laptop cases, sleeves or shells
- ✗ Correction fluid/pens or tape
- ✗ Weapons and guns—even if you have a license to carry a concealed handgun
- ✗ Any other item deemed by the Chief Proctor to be inappropriate or distracting

6. PROHIBITED BEHAVIORS

You are expected to be courteous and respectful of other examinees, the Proctors, the Chief Proctor, BLE Staff members and Security Personnel. Disruptive behavior or failure to follow instructions will not be tolerated. Such behavior will result in your ejection from the exam. You will not receive an exam score and your violations will be reported to the Board, who may conduct a hearing into your character and fitness, and/or take other actions in addition to your disqualification from the exam.

The MPT, MEE and MBE are owned by the NCBE and protected by U.S. copyright laws. You are not permitted to remove or attempt to remove original, duplicated or recorded test materials, notes, reconstructed test questions or answers from the exam room at any time or by any means. This includes 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. For infractions discovered after the exam, your violations will be reported to the NCBE and to the Board, who may conduct a hearing into your character and fitness, and/or take other actions as well as disqualify your examination scores.

7. EMPTY POCKETS

All pockets in your clothing (including any sweatshirt or sweater not worn but taken into the testing room) **MUST BE EMPTIED** of all items, including wallets. There will be brown bags at the registration desk in which you can place your phone or other small items and a cordoned area (the “Designated Bag Drop”) for placing bags. Phones and other devices placed in brown bags or left in the Bag Drop must be SILENCED. Proctors will be at the registration desk which will be in sight of the Bag Drop during the exam and breaks. *The Board of Law Examiners is not responsible for bags, items left in bags, or items left at the registration table in brown bags.*

8. EMERGENCIES

In the rare event there is an emergency that affects all or part of the testing venue, please pay close attention to the instructions that will be provided by the Chief Proctor. Do not leave your seat unless told to do so, do not retrieve your bags or other belongings, and do not talk to other examinees.

9. CONVERSATIONS

You cannot converse or otherwise communicate with anyone other than a proctor or Board staff during any testing session. This prohibition includes even casual comments to other examinees in the restroom or other parts of the Secure Area during a testing session. Communicating with anyone during a testing session ***will disqualify you from the exam and nullify your scores.*** Please be mindful that there may be people testing on a schedule different from yours in an area proximate to your testing area so it is important to remain as quiet as possible in any secure area, even before testing begins or after testing ends each day.

10. END OF EXAM SESSION

When time is called, you must STOP typing, writing, reading or filling in bubbles immediately. Continuing the test after “STOP” is called is a violation of the Honor Pledge. You will be reported to the Board, your exam results will be nullified and you may be required to appear before the Board at a hearing into your character and fitness or take other actions. Violation of exam security and/or proctor instructions will result in nullification of your scores.

All handwritten answers must be turned in at the end of the testing session or they will not be graded. Laptop examinees must upload answers by the stated deadline (*see* Laptop Testing, below) or they will not be graded.

If you fail to follow the instructions and type an answer in the wrong space or delete, add, edit or renumber the preloaded laptop software dividers, or write multiple answers in one answer booklet or incorrectly number an answer booklet, you will not be given additional time to move the answers.

Once time is called, you may not work on your answers any longer. No additional time will be awarded for failing to follow instructions. The answer will be given to the grader assigned to grade the question indicated on the cover sheet or booklet cover of the answer. If the answer does not match the question or is blank, you will receive a zero for that question.

When you are dismissed, please remember that there are others who have not completed the examination and to remain quiet as you depart. Sharing any information about the content of the examination is a violation of the Honor Pledge.

HONOR PLEDGE

During the last session of the examination, a Pledge Card will be placed at your seat. The Chief Proctor will provide instructions after time is called about completing the card. You may sign in pencil. By so signing you are affirming that you have not violated the Security Policy, cheated, given or received assistance on the examination, or otherwise compromised the integrity of the Bar Exam, and that if you observed anyone else doing so before, during or after the examination, you have fulfilled or will fulfill your ethical duty to report your observations to a proctor or Board staff at the exam site or by email to the Board during or after the examination. If you cannot honestly sign the pledge, you must speak with the Chief Proctor prior to leaving the testing area.

The Honor Pledge:

I have read and understand the Tennessee Bar Exam Security Policy. I have not given or received aid on the exam, I have not knowingly allowed anyone to see my answers, and I have not used unauthorized materials on this examination or otherwise violated the Security Policy. Further, I have not and will not share any information regarding the content of the examination with anyone by any means. If I am aware, or become aware, of anyone else having done so, I have already reported or will report this to the Chief Proctor or the Board of Law Examiners Staff. I understand that a violation of this pledge will result in disqualification of my scores and that I will have to appear before the Board at a hearing.

EXAM DAY PROCEDURES

1. REGISTRATION

You must register, show your ID, receive your badge and lanyard, and place items in the appropriate bag storage area or in a brown bag at the designated registration table prior to entering the exam room each morning. When returning from lunch, return any items removed from the bag drop or registration table prior to having your badge checked before entering the exam room. You may only enter or exit the exam room using the doors indicated by the proctors or staff.

2. APPLICANT IDENTIFICATION NUMBER

Your randomly assigned 5-digit examinee number can be found in your Seat Assignment email. The Bar Exam is processed and scored entirely by Applicant ID numbers. ***For the Feb. 2020 exam, the Applicant ID number begins with 44.*** This number will be on your name badge and at your seat. You **MUST** put this number on all of your papers, including test booklets, or you will not receive an exam grade.

3. ASSIGNED SEATING

You must sit in the seat marked with your pre-assigned seat number. Sitting in a seat not assigned to you is a violation of the Security Policy. You will be dismissed from the exam and your exam will not be graded. Violations will be reported to the Board, who may conduct a hearing into your character and fitness, and/or take other actions in addition to your disqualification from the exam. Do not bring your seat assignment email with you. If you do not remember your seat number, a registrar or proctor can provide it to you.

4. LAPTOP TESTING

- Registration for laptop testing **opens at 10:00 a.m., January 27, 2020, and closes at 4:00 p.m., February 4, 2020.**
- To test by laptop, you **MUST** register during this time period and you must complete the mock exam. Laptop testing software used during law school is not the same as that used for the bar examination. You must register and download software each time you take a bar examination.
- If you have properly registered to use your laptop and downloaded Exemplify, you will use it on Tuesday only².
- Prior to entering the secure area, be sure to:
 - **disable any anti-virus software** you may have installed;
 - **close all programs that might be running in the background;**
 - **remove the laptop from any case or protective shell;** and
 - remove all external devices, including USBs or Bluetooth receivers as any removable device found during the exam will be confiscated. See **SECURITY POLICY** above.
- You cannot use a wired or wireless mouse and your keyboard must be an integral part of your laptop; it cannot be detachable.
- You must bring your power cord but cannot use a block-type plug in as it takes too much space; rather, add an extension to the block adapter so that the block is inline. See **Appendix 1** for pictures. You cannot complete the exam on battery power only.
- Once you enter the **Secure Area** and open your laptop, you must launch Exemplify immediately—you cannot use your laptop to read notes, check e-mail, or browse the internet once you enter the Secure Area. **Once in the Secure Area, accessing anything on your laptop other than Exemplify is a violation of the Honor Pledge.**
- Instructions for launching Exemplify will be distributed to you at the exam site. **You must read and follow these instructions.** Passwords will be provided at the beginning of each testing session.
- The laptop testing software may not work the same way your software for law school worked. Each answer is typed in a different tab so that each answer is printed separately for the graders. If you fail to follow the instructions and type an answer in the wrong space or delete, add, edit or renumber the preloaded laptop software dividers, you will not be given additional time to move your answers. Once time is called, you may not work on your answers any longer. The answer will be given to the grader assigned to grade the question indicated on the cover sheet of the answer. If the answer does not match the question or is blank, you will receive a zero for that question.
- When you complete the morning exam session³, exit to the launch screen but do not close your laptop or exit ExamSoft.
- **You must leave your laptop at your seat in the exam room during the lunch break.** Staff will be present in the exam room during the break to monitor laptops.
- When you complete the afternoon exam session, exit to the launch screen but do not close your laptop. You may exit ExamSoft when the Chief Proctor dismisses you.
- The **DEADLINE** for uploading essay answers **is 9:00 p.m. Central Time, Wednesday, February 26, 2020⁴.** Answers uploaded after the deadline will not be graded. Although all locations have internet service, such service might not be sufficient for upload of all answers at the same time. It is strongly recommended that you upload the answers as soon as possible upon reaching your final destination on Tuesday night.

² Tuesday and Friday for double-time testing

³ Tuesday and Friday for double-time testing.

⁴ Deadline for those with double-time testing accommodations is Friday, February 28, 2020 at 6:00 p.m. Central time.

5. LEAVING YOUR ASSIGNED SEAT

You cannot leave your assigned seat from the time instructions begin until the exam starts or as announced by the Chief Proctor in each exam session. If you leave your seat for a restroom break, follow this procedure:

- Flags will be used to indicate when you may leave your seat for a restroom break. The Chief Proctor will provide full instructions prior to each exam session regarding when you may leave your seat.
- Take your printed test materials (all question books, answer books or sheets, laptop instructions), to the table designated by the Chief Proctor during instructions for restroom sign-out. Your Applicant ID Number and Seat Number must be on your materials.
- Place your test materials *face down* on the proctor table and sign out as instructed by the Proctor.
- When you return, show your badge to the proctor, who will confirm your identity and return your test materials to you.
- You may not leave the Secure Area for any reason during the examination. **Leaving the secure area will disqualify you from the exam, nullify your scores, and subject you to review by the Board.**

6. MARKING IN TEST BOOKS

After testing begins, you may underline, mark, diagram, write, and make notes on all question books, but such markings will not be graded. You cannot remove any pages from any of the test materials.

Do not write anything on your test booklets, laptop instructions or passwords, exam answer books, tissues, or any other surface before the exam begins other than as directed by the Chief Proctor. You will be dismissed from the exam and you will not receive an exam score if you fail to follow this instruction. Violations will be reported to the Board, who may conduct a hearing into your character and fitness, and/or take other actions in addition to your disqualification from the exam.

7. SCRATCH PAPER

You cannot bring your own scratch paper for any testing session. Blank space, including the inside covers, is included in each test booklet. No additional paper will be provided.

8. PROCTOR AND NCBE INSTRUCTIONS

The Chief Proctor will give verbal instructions before the start of each session. You must remain seated and attentive as there is information beyond that included in this manual that you must follow. Further, there are instructions that you are required to read before beginning each testing session. You must follow the written instructions on the MPT, MEE and MBE books, as well. Failure to follow verbal instructions, the instructions provided with the MPT, MEE and MBE books, and the requirements included in this Manual **will disqualify you from the exam and nullify your scores.**

9. EXAM MATERIAL SECURITY

Before examinees are dismissed from a testing session, all test materials, including question books and answer booklets, must be counted and reconciled to the distribution charts. Therefore, when time is called at the end of a testing session, you must remain seated and refrain from talking until proctors and staff account for the test materials. Please consider this as you make plans for meeting any responsibilities you may have at the end of these testing sessions. As always, your cooperation is greatly appreciated.

10. STARTING, BUT NOT COMPLETING, THE BAR EXAMINATION

If you do not register for the first morning session of the examination, you will not be allowed to enter subsequent exam sessions. Likewise, if you do not return for any section of the exam, you will not be allowed to enter subsequent exam sections. Failure to complete the examination will be treated as a withdrawal from the exam and you will not receive an exam score.

11. GENERAL ADVISORY

The Board of Law Examiners makes every effort to provide appropriate testing conditions but environmental controls are not within the Board's control. Dress in layers to adjust to the temperature in the exam room. Be prepared to be flexible.

DAY 1 – AM SESSION: MPT-1 AND MPT-2

1. The MPT is an exam designed to test your ability to use fundamental lawyering skills in a realistic situation and to complete a task a beginning lawyer should be able to accomplish. You will be provided two booklets, MPT-1 and MPT-2, each with a separate question and related documents. For more information about the MPT, see “About NCBE Exams” at www.ncbex.org.
 - a. If you are using a laptop, the name of the morning answer files and password for the MPT answers will be on the laptop instruction page that will be at your assigned seat. Be sure to type yours answers in the correct answers tabs for MPT-1 (green book) and MPT-2 (purple book). If you type both of your answers in the screen for one answer, you will only be graded on the one answer that was supposed to be in that screen. You will not be provided extra time to separate your answers.
 - b. If you handwrite your response, you will be provided two answer books, one for each MPT question. If you need an additional answer booklet or pen, raise your hand for a proctor. You must use a different answer book that is properly labeled for each question; instructions on labeling the books will be provided by the Chief Proctor. If you write the answers to more than one question in one answer book, you will only be graded on the one answer that corresponds to the question labeled on the answer booklet.
 - c. A black ink pen will be provided. You can only use the pens provided by the Board of Law Examiners.
2. The Chief Proctor will post a note each hour but there will not be a general announcement when half the time has passed. You must **remain in your seat** and refrain from talking during morning instruction, the last **30 minutes** of testing and during the collection of all test materials.
3. When time is called, you must stop typing/writing. If you finish early, sit quietly at your desk; no one is permitted to leave before time is called. Laptop testers may exit the MPT exam screen but must remain at the Examplify launch page. The Chief Proctor will dismiss all examinees in an orderly manner after all materials have been collected and properly accounted.

DAY 1 – PM SESSION: MULTISTATE ESSAY EXAMINATION

1. The MEE is an examination consisting of six (6) 30-minute essay questions. You will have 3 hours to answer the MEE questions. Answers to MEE questions should apply generally accepted fundamental legal principles to issues raised in each question. For more information about the MEE, see “About NCBE Exams” at www.ncbex.org.
 - a. If you are using a laptop, the name of the essay answer file and the password will be provided. You must type each answer in the separate answer screen provided. If you type all of your answers in the screen for one answer, you will only be graded on the one answer that was supposed to be in that screen. You will not be provided extra time to separate your answers.
 - b. If you are handwriting your answers, you will be provided 6 answer booklets, one for each of the MEE questions. You must use a different answer booklet that is properly labeled for each question; instructions on labeling the books will be provided by the Chief Proctor. If you write the answers to more than one question in one answer book, you will only be graded on the one answer that corresponds to the question labeled on the answer booklet.
 - c. A black ink pen will be provided. You can only use the pens provided by the Board of Law Examiners.

2. You must ***remain in your seat*** and refrain from talking during afternoon instruction, the last **30 minutes** of testing and during the collection of all test materials.
3. If you finish early, sit quietly at your desk; no one is permitted to leave before time is called. Laptop testers may exit the MEE exam but must remain at the Examplify launch page until they have been dismissed. The Chief Proctor will dismiss all examinees in an orderly manner after all materials have been collected and properly accounted.
4. As proctors collect the test materials after the last test session, remove your name badge from the lanyard and place both on the table in front of you. **YOU CANNOT TAKE THE LANYARD OR THE NAME BADGE FROM THE EXAM ROOM.** Proctors will collect your name badge and lanyard while materials are being reconciled. You will receive a new badge and lanyard at Registration on Day 2.

DAY 2 – MULTISTATE BAR EXAMINATION

1. The Multistate Bar Examination (MBE) consists of 200 multiple-choice questions, divided equally into two 3-hour testing sessions with a lunch break between sessions. For more information about the MBE, see “NCBE Exams” at www.ncbex.org.
2. The MBE is machine-graded and must be taken with the provided No. 2 pencils. Pencils, erasers and sharpeners will be provided by the Board of Law Examiners. You may not bring your own (see Prohibited Items, above).
3. You must ***remain in your seat*** and refrain from talking during instructions at the start and end of each session, the last **30 minutes** of testing and during the collection of all test materials; no one is permitted to leave until the Chief Proctor dismisses you. If you finish early, remain seated.
4. You must enter your answers on the answer grid, before time is called. Answers circled in the question book will *not* be graded.
5. During the last 30 minutes of the afternoon session, proctors will place the Pledge Card at your exam table. Do not complete the card until instructed to do so by the Chief Proctor.
6. All MBE materials must be counted and reconciled before examinees are dismissed. Therefore, no one is dismissed early. You must remain seated and refrain from talking until proctors and staff collect and account for all testing materials.
7. Complete the Pledge Card following the Chief Proctor instructions. Proctors will collect the cards while test materials are reconciled. ***Your exam scores will not be released if you do not turn in a signed Pledge Card.***
8. As proctors collect the test materials *after the last test session*, remove your name badge from the lanyard and place both on the table in front of you. **YOU CANNOT TAKE THE LANYARD OR THE NAME BADGE FROM THE EXAM ROOM.** Proctors will collect your name badge and lanyard while materials are being reconciled.

DAY 2: FOR LAPTOP TESTERS: THE DEADLINE FOR UPLOAD OF ESSAY ANSWERS IS 9:00 P.M. PREVAILING TIME WEDNESDAY.
YOUR ANSWERS WILL NOT BE GRADED IF YOU FAIL TO UPLOAD BY THE DEADLINE.

FAILURE TO FOLLOW PROCEDURES

Failure to follow Board Policies and Procedures, written instructions, and Proctor Instructions during the exam or while at the exam location in a Secure Area will result in dismissal from the exam and nullification of exam scores. Further, an applicant dismissed from the exam might be required to appear before the Board for a character and fitness hearing prior to re-applying for a subsequent examination.

POST-EXAM INTERVIEW

First-time applicants who are not licensed and/or are not in good standing in at least one other U.S. jurisdiction, some re-examination applicants and any other applicant referred by the Board must appear for an in-person interview as part of the character and fitness investigation. A member of the District Committee in the interview district you designated on your application will contact you to **schedule the interview during the time between the exam and grade release**. You will be given the opportunity to update your phone number, email address or interview county by completing the Information Verification Card on the first day of testing. You may **update your profile in Synergy or email the Board** at BLE.administrator@tncourts.gov for changes to your email address or phone number after the exam to avoid delays; however, once the exam is complete, you cannot change your interview county.

On rare occasions and only due to extenuating circumstances, the Board will approve a request to change your interview location. Such a request to change the county of your interview county must be submitted in writing to BLE.Administrator@tncourts.gov **no later than ten (10) days after the first day of the exam**. Such request must include a description of the extenuating circumstances that give rise to the request. Selection of the wrong county or the need to travel to the interview location does not constitute extenuating circumstances. The interview is a **required component** of the character and fitness investigation. You cannot be approved for licensing without completing the interview.

TENNESSEE LAW COURSE

No later than 10 days after the bar examination, you will find a registration application for the Tennessee Law Course (TLC) in your Synergy application menu. You may register at any time after the examination. The TLC is a 7 ½ hour online course on Tennessee Law that must be completed to be eligible for licensing and admission in Tennessee.

GRADING AND GRADE RELEASE

GRADING: Upon completion of the February 2020 bar examination in Tennessee, you will earn a Uniform Bar Examination (UBE) score that may be accepted for admission in other jurisdictions. For your score to be accepted for admission in Tennessee, you must score at least 270 out of 400. The score given for the two MPT answers is 20% of the total scaled score; the MEE answers are 30% and the MBE is 50%. Answers to the MPT and MEE questions are graded on, among other things, identification of issues, application of fundamental legal principals, organization of your answer, responsiveness to the call of the question, and cogency of the arguments put forth. Written components are separated into 6 levels with 1 the lowest and 6 the highest, and then scaled to the MBE to achieve a total scaled score. For more information on scaled scoring, please see this December 2014 article from *The Bar Examiner*, a publication of the NCBE. The Tennessee Board of Law Examiners does not regrade MPT or MEE answers. **Your only recourse in the event of an unsuccessful examination is re-examination.**

GRADE RELEASE: February 2020 bar exam results are scheduled to be release on **Monday, April 13, 2020, by 2:00 p.m. CDT**. Please do not CALL OR EMAIL the Board to ask if results will be released before this date or when results will be posted on grade release day. Although never anticipated, if the date grades will be released changes, you will be notified by email and notice will be posted on the Board website at www.tnble.org. We will deliver results of the Bar Exam as follows:

- By e-mail to you. It is important to [keep your e-mail address updated](#) in Synergy. Login and navigate to “My Profile.” If you are using a school email address (you@lawschool.edu), consider changing your email address as law schools may delete your account after you graduate.
- **On our website.** We will post a list of the names of successful examinees on the Board’s website at https://bwp.tnble.org/?page_id=298.

CHARACTER AND FITNESS DETERMINATION

Until your application expires, you are approved for licensing, you withdraw your application or you are denied admission, you are required to keep the Board informed of any changes in the information you have provided to the TBLE. If your answers to any of the questions in the NCBE background investigation application or the Synergy application change, you must submit an amendment to the TBLE. Once you achieve an examination score that meets the licensing requirements for Tennessee (270 or higher), the Board will complete a final review of your application if all other requirements have been met in order to determine if you meet the character and fitness standard of Tenn. Sup. Ct. R. 7, Sec. 6.01. If you meet the requirements, your application will be approved for licensing; if not, you will receive a letter with instructions and/or a show cause order. The communication from the Board will include a response deadline. Show Cause documents must comply with the requirements of Article XIII of Rule 7.

SHOW CAUSE HEARINGS

If you petition the Board for waiver or relief from a decision that is set for hearing or you are issued a Show Cause Order, you will have to appear in person before the Board. Hearings are held twice a year, in June and December, in Nashville.

Tennessee Supreme Court Rule 7, Article XIII governs hearings before the BLE. You have a right to be represented by counsel, although it is not required. You have the burden of proof, regardless of whether you appear on a petition to the Board or on an Order to Show Cause issued by the Board.

Hearings are set on a morning or afternoon docket. There are up to 10 hearings set for each docket that are called in docket number order. Upon arrival you will sign in with a BLE staff member. There is usually a lobby for you to wait for your hearing outside the hearing room. Please let BLE staff know if you will wait someplace other than the lobby and provide a mobile phone number so that you can be contacted when it is time to return for your hearing.

Hearings before the BLE are under oath. The oath is administered by the Court Reporter who is present for all hearings. The hearing is before at least 3 members of the Board but usually all five members are in attendance. When possible, the Board announces its decision at the conclusion of the hearing. However, not all matters are decided the day of the hearing and may require post-hearing briefs or follow-up. After your hearing, please speak with the Executive Director for further instructions from the Board.

As a general rule, the Board does not order transcripts of hearings once they are concluded but parties may order a transcript and provide a copy for the record to the BLE.

ADDITIONAL LICENSING REQUIREMENTS

You cannot be admitted to the Tennessee Bar until you satisfy all requirements set out in Rules 6 and 7 of the Tennessee Supreme Court Rules. Being approved to sit for the Tennessee Bar Examination does not mean that your character and fitness investigation is complete. You may pass the bar exam but not be eligible for licensing, pending completion of all steps in the licensing and admission process. In addition to achieving a score of at least 270 on the Uniform Bar Exam, requirements for licensing also include:

- Approval of the Character and Fitness requirements in Rule 7, Section 6.03
- Passing the Multistate Professional Responsibility Examination (MPRE); and
- Completion of the Tennessee Law Course.

All of these requirements must be met prior to licensing. *See:* Tenn. Sup. Ct. Rules 6 and 7, and the [Policies and Procedures of the Board](#) on the TBLE website.

Once you have met all of the requirements to be eligible for licensing and admission, you must complete the

following before you can practice law in Tennessee:

- Complete new attorney registration with the Tennessee Board of Professional Responsibility; and
- Take the oath of admission as required by Tennessee Supreme Court Rule 6.

If you do not satisfy *all* licensing and admission requirements within 2 years of the date we notify you of your passing Bar Exam score, you must submit an updated Character and Fitness Investigation application and, if required, appear for an in person interview. *Scores are valid for licensing and admission for 3 years from the date grades are released.* See Tenn. Sup. Ct. R. 7, Section 4.07. Your license will be issued after you have completed attorney registration and been administered the Oath of Admission. For more information, please see https://www.tnble.org/?page_id=236.

EXPIRATION OF APPLICATION

Your application for admission by examination or re-examination expires and closes upon the earlier of admission and issuance of a license, voluntary withdrawal of the application, denial of a license under Rule 7, Section 9.05, 30 days after entry of an order denying the application on character and fitness grounds, expiration of the examination score or three years after the last submitted application for examination or re-examination. See Rule 7, Section 3.04. If your application expires and closes and you wish to seek admission by examination, you must reapply as a first-time examination applicant and re-submit all documentation.

[Required Acknowledgement on next page]

**ACKNOWLEDGMENT OF RECEIPT OF TENNESSEE BAR EXAMINATION
GENERAL INSTRUCTION MANUAL – FEB 2020**

Name: _____
(Print or Type Applicant Name)

By affixing my e-signature* or signing below, I certify that I have received the Tennessee Bar Examination General Instruction Manual for February 2020 and that I have read the complete Manual. I understand that failure to follow Board Policies and Procedures, written instructions, and Proctor Instructions during the exam or while at the exam location in a Secure Area, will result in dismissal from the exam and that I will not receive an exam score. Further, I understand that I might be required to appear before the Board to explain my actions.

Signature of Applicant*: _____

Date: _____

* Electronic signatures (e-sign) are in the following format: s/[your typed name] i.e. for an applicant named Pat Jones, the e-signature would be s/Pat Jones.

Sign and save this Acknowledgment as a .pdf document and upload to your Synergy application under item, “Acknowledgement: TN Bar Exam General Instructions,” on or before 4:00 p.m., January 24, 2020.

Appendix I – Power Adapters

IF YOU HAVE A POWER CORD/ADAPTER LIKE THIS:



TAKE OUT THIS SMALL REMOVABLE PIECE:



so it looks like this:



AND REPLACE IT WITH AN EXTENSION LIKE THIS:



This way your power cord will not take up more than one outlet.