

ACCESSIBILITY REQUEST FORM

Instructions

Use this form for in-person administration of the online, remotely-proctored Admissions Assessment. Applicants who do not have a quiet, private testing location, a reliable internet connection, or appropriate equipment may request a seat for in-person administration of the online Admissions Assessment. Limited equipment will be available.

You can use a desktop or laptop computer, but not an iPad. Computers purchased within the last 4 years are generally compatible with the Exemplify, ExamMonitor and ExamID software. Older computers that have been updated regularly tend to work as well. Applicants must certify that they have requested equipment from their law schools, employers, or other resources prior to requesting equipment from the Board, if they do not have a computer that meets the minimum system requirements. Limited equipment will be available.

If you have questions about your specific computer, please contact ExamSoft by emailing <https://www.examssoft.com/dotnet/examtakers/support.aspx>.

You will need an internet connection to obtain the session password, log in and have your identity verified prior to each session. You will need internet access to upload your answers after each session or upon completion of the full assessment, as well.

A private room that is distraction free is also required for the online, remotely-proctored assessment.

Acknowledgement

By completing this form, you acknowledge under penalty of perjury that you understand and agree to the following:

- A limited number of seats will be available for applicants who do not have the ability to take the exam remotely. Because of the pandemic, there are health risks to in-person testing that you will have to acknowledge and accept. Seats are limited and available only to applicants with a demonstrated need for assistance.
- All testing will require a computer that meets the Minimum System Requirements previously provided by the Board and available on the website [here](#).
- You must register and download the software for the exam and take the mandatory mock exam, including upload of the mock exam files, at least one time on the laptop or computer you intend to use for the exam by the deadlines that will be provided prior to the time registration for the software opens.
- You are required to accept the risk of technical difficulties with computer operations, disruption of internet service, or interference with video/audio surveillance. You will be required to terminate the exam if you cannot complete the exam due to technical issues
- In-person testing will be governed by orders, procedures, and protocols to be provided by the Board prior to the Admissions Assessment and will include mask and social distancing requirements.
- Applicants exposed to, or diagnosed with, COVID-19 within two (2) weeks of the exam shall not be permitted to take the exam.
- Strict adherence to the governing procedures and protocols is demanded. Any failure to comply will result in the immediate ejection from the exam site and the termination of your exam.
- In-person testing will be available in Knoxville, Memphis, and Nashville. The specific locations will be announced as soon as possible.

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<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Last Name	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> First Name	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Middle Name
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> NCBE number		

By signing below, I certify under penalty of perjury that I have read the Instructions and Acknowledgement included on page 1 of this form and that I require a seat at the in-person online assessment location because of the following (check all that apply and provide a brief explanation):

I do not have adequate Internet Service.

I do not have a quiet, private space in which to test.

I do not have a computer that is compatible with ExamSoft system requirements.

Explain:

Preferred Location for In-Person Assessment:

Knoxville

Memphis

Nashville

<u>Complete only if requesting use of computer equipment:</u>	Laptop	Camera	Microphone
I certify that I have tried to obtain equipment from my law school, employer, or other resource without success. I understand that I may have limited access to equipment prior to the exam and that I will have to schedule a time to download the software, register and take the mock exam. The equipment may come with other conditions of use. Applicant will be responsible for the equipment and any damage to the equipment.			
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature (Electronic "s/typed name")	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date		

FOR ALL APPLICANTS: By signing or affixing my electronic signature below, I certify under penalty of perjury that the foregoing is true and correct.

Signature (Electronic "s/typed name")

Date