

TENNESSEE BOARD OF LAW EXAMINERS

ONLINE ADMISSIONS ASSESSMENT

GENERAL INFORMATION MANUAL – ONLINE REMOTE ASSESSMENT
October 5 – 6, 2020

PURPOSE OF THE GENERAL INFORMATION MANUAL
FOR THE ONLINE ADMISSIONS ASSESSMENT

This information has been prepared by the Tennessee Board of Law Examiners for applicants who will be taking the online, remotely proctored Admissions Assessment. The purpose of this Manual is to provide information regarding testing policies and procedures, as well as what to expect on test 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 Assessment attesting to the fact that you did not violate these procedures.

Failure to follow the Policies and Procedures of the Board during the Assessment will result in nullification of your test scores and your scores will not be available to transfer to another jurisdiction. You may be required to appear before the Board, as well.

Attached to this Manual at page 12 is a sample of the Acknowledgement Form that you must complete and upload by 4:00 p.m. CT, September 16, 2020.

TENNESSEE BOARD OF LAW EXAMINERS

Online Admissions Assessment October 5 – 6, 2020

GENERAL INFORMATION MANUAL

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You are required to read this manual completely and thoroughly even if you read a previous manual as information has changed.

RETURN THE ACKNOWLEDGEMENT BY

4:00 p.m. CT

SEPTEMBER 16, 2020

**IN ORDER TO TAKE THE ONLINE
ADMISSIONS ASSESSMENT.**

**(Sample found on page 12; a .pdf fillable form will
be attached)**

TENNESSEE BOARD OF LAW EXAMINERS General Information Manual

Daily Schedule: ALL TIMES ARE CENTRAL DAYLIGHT TIME

You will need to adjust the times for your time zone; for example, if testing in the Eastern Time zone, a start time of 11:00 a.m. Central Time means you will begin at Noon, Eastern Time.

STANDARD TESTING SCHEDULE: For all Applicants other than those who received notice of approval of a completed, timely-submitted Request for Non-Standard Testing:

DAILY SCHEDULE	1 st Session	Break	2 nd Session
MONDAY, OCT 5	11:00 a.m. – 12:30 p.m. 1-MPT Item	12:30 – 1:00 (30 min. break)	1:00 – 2:30 3-MEE Questions
TUESDAY, OCT 6	11:00 a.m. – 12:30 p.m. 50 MBE Questions	12:30 – 1:00 (30 min. break)	1:00 – 2:30 50 MBE Questions

THE SCHEDULES BELOW ARE ONLY FOR THOSE APPLICANTS WHO HAVE BEEN APPROVED FOR NONSTANDARD TESTING:

The following is **ONLY** for Applicants approved for 50% extra time:

DAILY SCHEDULE	1 st Session	Break	2 nd Session	Break	3 rd Session	Break	4 th Session
MONDAY, OCT 5	9:30 a.m. – 11:45 p.m. 1-MPT Item*	11:45 - 12:30 (45 min)	12:30 – 1:15 MEE-1	1:15 – 2:05 (20 min)	2:05 - 2:50 MEE – 2	2:50 – 3:10 (20 min.)	3:10 – 4:55 MEE-3
TUESDAY, OCT 6	11:00 a.m. – 12:08 p.m. MBE 1 – 25	12:08 - 12:25 (17 min)	12:25 – 1:33 MBE 25 – 30	1:33 – 1:50 (17 min)	1:50 – 2:58 MBE 51 - 75	2:58 – 3:15 (17 min.)	3:15– 4:32 MBE 76 - 100

The following is **ONLY** for Applicants approved for 100% extra time:

DAILY SCHEDULE	1 st Session	Break	2 nd Session	Break	3 rd Session	Break	4 th Session
MONDAY, OCT 5	9:30 a.m. – 12:30 p.m. 1-MPT Item*	12:30 - 1:00 (30 min)	1:00 – 2:00 MEE-1	2:00 -2:20 (20 min)	2:20 – 3:20 MEE – 2	3:20 – 3:40 (20 min.)	3:40 – 4:40 MEE-3
TUESDAY, OCT 6	10:00 a.m. – 11:30 a.m. MBE 1 – 25	11:30 - 11:50 (20 min)	11:50 -1:20 MBE 25 – 30	1:20 – 1:40 (20 min)	1:40 – 3:10 MBE 51 - 75	3:10 – 3:30 (20 min.)	3:30 – 5:00 MBE 76 - 100

*Applicants testing on extended schedules may take restroom breaks during the MPT Item **ONLY** (first session, day 1), by announcing, “Restroom” into the camera.

The password for each session will be available 15 minutes prior to the listed start time for the session. You will receive instructions on accessing passwords the week before the Assessment. **As soon as you obtain the password, you can start testing.** The software will automatically stop your testing when you have used your allotted time. If you exit the exam during a session, you cannot return to that session.

LATE LOGIN

No one can login to any session more than 15 minutes after the session begins. No exceptions will be made under any circumstances.

GENERAL ASSESSMENT INFORMATION

1. PRE-EXAM IDENTIFICATION

You received an email from the Tennessee Board of Law Examiners (“Board” or “TBLE”) directing you to upload a photo or scan of a government-issued photo ID to your Synergy account on or before September 4, 2020. You will not be permitted to take the Admissions Assessment and your application will be withdrawn if you have failed to upload the government-issued photo ID by the deadline. You will have to re-apply for a subsequent examination. Both the photo uploaded with your application, the photo ID you must upload, and the photo from your mock exam will be used by TBLE Staff to verify your identity during the online Admissions Assessment. To maintain your privacy, you will not display your ID during the Admissions Assessment.

2. CONTACT INFORMATION VERIFICATION

You must verify as part of the Acknowledgement on Page 12 that you have checked the following information in your Synergy account:

- Your full name – Please verify that this is correct and if you have included “Mr.” or “Ms.” or similar, please delete it. A suffix is Jr., Sr., II, III, etc.
- Your mailing address – Your license will be mailed to the address listed in your Synergy account.
- Your email address - Many school email accounts i.e., myname@lawschool.edu, expire after you graduate. **The Board and ExamSoft will send information regarding how to find the passwords for the Admissions Assessment and your Assessment results by email.** If you do not have a valid email address in Synergy, you may not receive this critical information.

Please verify your email address and accept “@tncourts.gov” as a trusted sender. Your contact information will be used for release of grades and future communications regarding licensing and admission. You will not be permitted to take the Admissions Assessment and your application will be withdrawn if you fail to upload the signed Acknowledgement.

3. BREAKS

As noted on the schedule on page 1, there are scheduled breaks between the testing sessions. During the scheduled breaks, you may leave your workspace, go to the restroom, get a snack, or take a walk. You will not be recorded during the break. **Do not turn your computer off while you are on a break.** If your computer automatically reconnects to the internet, your files from the session you just completed will begin to upload. When you return to your computer, your exam files may have fully uploaded or may be uploading. When you are ready to access the password for the next session, the upload will pause and resume when you complete the next exam session and reconnect to the internet.

4. FAQs FOR THE ONLINE ADMISSIONS ASSESSMENT

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

5. CONDITIONS OF USE OF THE NCBE MATERIALS

Test materials used for the Admissions Assessment are owned by the National Conference of Bar Examiners (NCBE) and protected by US copyright law. Testing data for each examinee including, but not limited to, personally identifying information (PII), test responses, test performance data such as keystrokes and time spent on each item, and reports of irregularities, must be shared by Tennessee and ExamSoft with the NCBE. Examinees will have to agree to this release in order to proceed with the testing session as part of the pre-exam notices on test days.

An applicant who takes a bar examination between now and October 2, 2020, in another jurisdiction that uses any NCBE materials (the MPT, MEE and/or MBE) is NOT PERMITTED to sit for the Admissions Assessment. The Board will verify whether you have taken another examination using NCBE materials prior to the online Assessment and again, prior to grade release. If you are found to have taken another NCBE exam during that time, your scores will not be released and you may be required to appear before the Board to show cause why you have not committed test-related misconduct.

6. CONSENT TO USE OF BIOMETRIC AND TESTING DATA

For the online Admissions Assessment, a video and audio recording will be made of each entire session. To participate in the Admissions Assessment, you must consent to the collection and use of biometric data. The picture taken during the first mock exam will be used to verify your identity at the start of each testing session. It is important that you verify that you do not have any personally identifying information (PII) in your monitor frame during the mock exam, such as a diploma.

The Board has a photo on file that is traditionally used at an in person exam at registration by comparing the photo to you and the government-issued ID you present at registration. The Board has added a step for the online Admissions Assessment, requiring applicants to upload a government-issued photo ID by September 4, 2020, that will be secured in your Synergy account. This information will NOT be provided to ExamSoft or to the NCBE.

ExamSoft will assign a randomized number to each exam taker that will be used by the live proctors when they review recordings. No PII will be provided to the professional proctors. Likewise, review in Tennessee of any "flagged" activity on a recording will be reviewed by Tennessee proctors who will not have access to PII. If a flag rises to the attention of the Board and results in issuance of a Show Cause Order, the recording will be connected to the exam taker for purposes of the hearing, but will remain a confidential record of the Board.

The NCBE will be collecting data related to the online Assessment, some of which is the same demographic information the NCBE collects during a traditional exam (name, birthday, SSN, NCBE number), as well as data related to the Assessment, such as test response data, keystroke data, and time spent on each item.

Information collected in the online Admissions Assessment process is solely for the purpose of processing exam results and validating the integrity and security of the exam.

7. 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/>.

8. INCORRECTLY FORMATTED ANSWERS

If you fail to follow the instructions and type an answer in the wrong space (such as the scratch pad), or type multiple answers in one answer space, you will not be given additional time to move the answers. Once your allotted time has expired, you may not work on your answers any longer. The answer will be given to the grader assigned to grade the question for the tab in which you typed. If the answer does not match the question or is blank, you will receive a zero for that question.

SECURITY POLICY AND CODE OF CONDUCT

1. PERMITTED ITEMS

You may have only the following items at your workspace:

- Water or other beverage in a clear container with no labels or printing.; it is recommended that the container have a top as you will not be given extra time if your beverage spills

- A pillow that does not have a removable cover or pocket (for example, a zipper or a pillow case), and does not include any writing or tags
- Non-Medicated eye drops in clear bottle with label removed
- Chap stick with the label removed

2. PROHIBITED ITEMS

Anything not listed above as a Permitted Item is **PROHIBITED**. If a review of your video or audio recording reveals a Prohibited Item in the room in which you are taking the Assessment, your score will be nullified and you will have to appear before the Board for a hearing regarding your character and fitness. If you are testing in a space such as a hotel room, place prohibited items in a closet with the door closed and do not access the closet during the Assessment. The Board may take other actions in addition to your disqualification from the exam.

In order to ensure the accuracy and security of the Admissions Assessment, the following items are PROHIBITED and not permitted in the room in which you are testing:

- ✗ Cell phones, smart watches, calculators, fitness trackers, and any other device or item with a battery
- ✗ Watches of any type, smart watches, digital watches, analog watches, timers, clocks, fitness trackers
- ✗ Pens and Pencils, including highlighters and erasers; pencil sharpeners; pencil grips
- ✗ Food (absent an accommodation)
- ✗ Hats and hoodies unless a head covering is required for religious purposes, in which case the head covering cannot obscure Applicant's eyes
- ✗ Headphones, earbuds, headsets, earplugs, or any sound suppression device
- ✗ Billfolds, wallets, cardholders
- ✗ Scrap paper, reference materials, bar review materials, notes, or other legal reference books and/or materials of any kind in the testing space
- ✗ Tobacco products of any kind, including smokeless tobacco, E-cigs/Vapor devices
- ✗ Backpacks, purses, tote bags, laptop cases, sleeves or shells
- ✗ People other than the Examinee, or pets

3. PROHIBITED BEHAVIORS RELATED TO NCBE MATERIALS

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 by any means or at any time. 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. Infractions discovered after the test 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.

4. CONVERSATIONS

You are not permitted to converse or otherwise communicate with anyone during any testing session. Communicating with anyone during a testing session (other than ExamSoft for technical assistance) **will nullify your score and you may be ordered to appear before the Board for a hearing regarding your character and fitness.**

5. CODE OF CONDUCT

The Board is confident that applicants to the Bar of Tennessee will conduct themselves appropriately during the Admissions Assessment. The State of Tennessee is making available the online Admissions Assessment to accommodate applicants due to the COVID-19 pandemic. As this is a new process, the following Code of Conduct is provided so that applicants will be aware of behaviors that are not permitted and that may be indicative of a security breach. Conduct that does not conform to the Code of

Conduct will be investigated by the Board for fraud or misconduct. Conduct found to violate the Code of Conduct may result in nullification of an applicant's scores. This Code of Conduct is necessary to ensure the accuracy and security of the Assessment.

- A. Applicants cannot leave the view of the webcam during the assessment. Applicants will learn how to monitor the picture frame in the mock exams and should practice staying within the frame.
- B. Absent a specific accommodation, applicants may not leave the workspace during the assessment, eat, or talk to anyone.
- C. Applicants are not permitted to share the content of the Assessment or violate the NCBE copyright protections, as noted in paragraph 3, above.
- D. Applicants are not permitted to have any prohibited items in the room in which they are testing and cannot use any prohibited items during the Assessment.
- E. The photo taken as part of ExamID at the beginning of each testing session must reflect an image that matches the photo from applicant's mock exam, as well as the photo and ID that applicant uploaded to the Synergy application.
- F. Because the assessment is being given remotely and online, the Board must rely on the recording of your assessment to determine whether there was cheating or other security-related breaches. Behaviors that may indicate a security breach will be flagged by the artificial intelligence built into the ExamMonitor program. All flags are reviewed by at least 3 live proctors to determine if security was breached. Flagged behaviors may, but will not necessarily, result in a finding that security was breached. Types of behavior that may be flagged include but are not limited to:
 - a. Talking during the Assessment;
 - b. Having or using a prohibited item in the room in which you are testing;
 - c. Being out of the frame of the camera;
 - d. Gazing away from the computer screen for more than 4 seconds;
 - e. A person or a pet walking into the room in which you are taking the Assessment;
 - f. Standing up or leaving your computer during the Assessment, absent as permitted as part of an accommodation;
 - g. Disconnecting the webcam, turning your computer off, or rebooting your computer, absent instruction to reboot from an ExamSoft help desk technician; or
 - h. Any other conduct that raises suspicion that an applicant cheated on the exam.

HONOR PLEDGE

Prior to the Admissions Assessment, you will be emailed the following Pledge, affirming that you have not violated the Security Policy, cheated, given or received assistance on the assessment, or otherwise compromised the integrity of the Admissions Assessment, and that if you have knowledge of anyone else doing so before, during, or after the assessment, you have fulfilled or will fulfill your ethical duty to report your observations to the Board by email. If you cannot honestly sign the pledge, you must send an email to the Board with an explanation of your inability to sign the pledge.

When you have completed the Admissions Assessment, you will sign the Pledge and upload it to your Synergy account under "Pledge" when you connect to the internet. You must upload the pledge by the deadline to upload your ExamSoft files, which is **9:00 p.m. CT, Wednesday, October 7, 2020**.

The Honor Pledge:

I have read and understand the Tennessee Admissions Assessment Security Policy and Code of Conduct. I have not given or received aid on the assessment, I have not knowingly shared my answers, and I have not used unauthorized materials on this assessment, or otherwise violated

the Security Policy. Further, I have not and will not share any information regarding the content of the assessment 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 Board of Law Examiners. I understand that a violation of this pledge will result in nullification of my scores and that I will have to appear before the Board at a character and fitness hearing.

ASSESSMENT PROCEDURES

1. REGISTRATION

Passwords for each session will be delivered 15 minutes prior to the start of each session. The passwords will be delivered by multiple methods, which will be provided to you on or before October 2, 2020. Links will be provided to you by email so it is critical that your email address in both the ExamSoft portal and Synergy is up-to-date. The email will be available in your Synergy account, as well.

2. APPLICANT IDENTIFICATION NUMBER

Your randomly assigned 5-digit examinee number will be delivered by email from the Board. The Admissions Assessment is processed and scored entirely by Applicant ID numbers. ***For the October 2020 Admissions Assessment, the Applicant ID number begins with 45.*** This number will be linked automatically to your ExamSoft account.

3. ONLINE TESTING AND USE OF EXAMSOFT

A. Registration for Laptop Testing **opens on September 2 and closes on September 18.** Please check your email for registration information from ExamSoft. **You MUST register, download the software, and complete both mock exams** to be eligible to take the online Admissions Assessment. If you do not register, download the software, complete the first mock exam, or complete the second mock exam, you will not be permitted to take the Admissions Assessment and your application will be withdrawn. You will have to re-apply for a subsequent examination.

B. During the first mock exam, your photo will be taken for the exam day identification process. The first mock exam is used to verify that all components of the software are working properly on your equipment. If you have questions or technical issues, you may call ExamSoft or use the chat feature. ExamSoft contact information will be provided to you with your registration emails. The first mock exam will take approximately 30 minutes. Additional information is available on the Tennessee ExamSoft home page at www.examssoft.com/tnbar.

C. During the second mock exam, you will be able to use the software in a realistic mock exam with MBE, MPT, and MEE – type questions. You will be able to practice use of the virtual scratch pad and screen management. The 2nd mock exam will take approximately 90 minutes to complete.

D. No additional time will be awarded for failing to follow instructions or for technical issues with your personal computer. If there is a system-wide issue, the issue will be addressed for all affected applicants, including adding time as needed. If the technical issue is limited to your computer, you will not be given extra time. Applicants must take both mock exam and accept the risk associated with failure of the applicant's laptop equipment. Applicants must agree to the following as part of the ExamSoft login process or they will not be permitted to move forward in the Assessment:

"By downloading this Software, I affirm that I have read the General Information, Instructions, and Release of Liability (herein, the "Release" found [here](#) and agree to the terms.

In NO EVENT will I hold ExamSoft Worldwide Inc., their partners, employees, officers, directors, or affiliates liable to me for any and all damages arising from the use of this software including any loss of my exam answer or any effect it may have on my grade for this exam. I understand that I have a duty to ensure my computer is in proper working condition before the exam and that I followed all installation instructions. I understand that the Tennessee Board of Law Examiners will not search for my answers or

make changes to incorrectly formatted or numbered essay questions resulting from failure to follow the laptop testing instructions, including typing an answer in the wrong space or deleting, adding, editing or renumbering the preloaded dividers. 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, I will receive a zero for that question.

I accept the foregoing by clicking the 'Next' button at the bottom of this screen."

E. Additional information on Laptop Testing, including minimum system requirements, can be found at <https://ei.examsoft.com/GKWeb/login/tnbar>. ExamSoft recommends using a computer with a built in webcam and microphone to minimize the risk that external devices may become disconnected during the testing. Examplify, the testing software which will deliver the questions, will display on only one monitor.

F. Prior to beginning the Admissions Assessment, be sure to:

- i. disable any anti-virus software that is not compatible with ExamSoft (see [ExamSoft FAQs](#)); and
- ii. close all programs that might be running in the background.

G. You will have multiple ways to access the password prior to each session. The week before the Assessment, you will receive pre-exam notices from ExamSoft and from the Board with details regarding how to access the passwords you will need to login to each session of the Assessment. The Board will provide multiple ways to access the passwords, including by email, a post to your Synergy account in "Letters," and a link to a file cloud folder; ExamSoft will have additional ways to retrieve the passwords.

H. Passwords will be available to you 15 minutes prior to the start time for any session. Passwords are unique to each session and must be retrieved prior to beginning each test session. You may start as soon as you login and your timer will run from the time you start. After 90 minutes (or the length of your session), your session will end. You will have a 15 minute grace period after the start time to log in, after which time, you cannot access the session.

I. You will need to have your computer plugged in throughout the Assessment, although in the event of power disruption, you will be able to use battery power.

J. The laptop testing software may not work the same way your software for law school operated. 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 the scratch pad, 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.

K. When you complete the first exam session each day, exit to the launch screen but do not close your laptop or exit ExamSoft. You may connect to the internet to begin uploading your answers. The upload process will pause when you begin the second session.

L. When you complete the second exam session each day, exit ExamSoft but keep your computer powered on, opened, and connected to the internet so that your answer files, video files, and audio files upload. Please note that the video and audio files are very large and take time to upload. If the files for a session have not uploaded, be sure that you are connected to the internet and that your laptop is powered on and open. Contact ExamSoft support for assistance.

M. The **DEADLINE for uploading essay answers, video, and audio files is 9:00 p.m. CT, Wednesday, October 7, 2020.** You will receive a confirmation email from ExamSoft when your answers are uploaded and will be able to see the upload progress for your video and audio files in your ExamSoft account. **Answers uploaded after the deadline will not be graded. It is strongly recommended that you upload the files as soon as possible after conclusion of testing each day.** Answer files will upload quickly. Video and audio files take longer to upload.

4. SCRATCH PAPER

A virtual scratch pad is provided as part of the Exemplify software. You will have the opportunity to practice using the scratch pad as part of the mock exams. You are not permitted to have scratch paper, notes, pens, pencils, or recording devices in your workspace while taking the online Admissions Assessment, as noted in Prohibited Items, above. Answers typed in the scratch pad rather than the answer tab will not be graded.

5. PRE-ASSESSMENT NOTICES AND INSTRUCTIONS

At the start of each section, you must read and acknowledge the pre-assessment notices when starting the Exemplify program. These notices are included in the mock exams.

6. STARTING BUT NOT COMPLETING THE ADMISSIONS ASSESSMENT

If you do not login for the first session of the Assessment, you will not be provided a password or allowed to login to subsequent sessions. Likewise, if you do not login for a section of the Assessment after the first section, you will not be provided a password or allowed to enter subsequent sections of the Assessment. Failure to login to the first session of the Assessment will be treated as a withdrawal from the exam. If you login for the first session of the Assessment but fail to login for a subsequent session, you will receive a score for the part of the Assessment you completed and will receive zeroes for the rest of the Assessment.

DAY 1 1ST SESSION: MPT-1

1. The MPT is 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.
2. In the Exemplify software, you will be provided a lawyering scenario, assignment, and a library of related documents. For more information about the MPT, see “About NCBE Exams” at www.ncbex.org.
3. You will have 90 minutes to complete the assignment.

DAY 1 2ND SESSION: MULTISTATE ESSAY EXAMINATION

1. The MEE consists of three (3) 30-minute essay questions. The questions will be in your Exemplify testing software.
2. You will have 90 minutes to answer the MEE questions.
3. 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.

DAY 2 MBE 1ST SESSION: MULTISTATE BAR EXAMINATION 1 – 50

2ND SESSION: MULTISTATE BAR EXAMINATION 51 – 100

1. The Multistate Bar Examination (MBE) consists of 100 multiple-choice questions, divided equally into two 90 minute sessions testing sessions with a break between sessions. For more information about the MBE, see “NCBE Exams” at www.ncbex.org.
2. The MBE questions will be displayed in the Exemplify program and you will answer the questions in the software.

DEADLINE FOR UPLOAD OF ANSWER, VIDEO, AND AUDIO FILES TO EXAMSOFT,

AND PLEDGE CARD TO SYNERGY:

9:00 P.M. CT, WEDNESDAY, OCTOBER 7.

YOUR ANSWERS WILL NOT BE GRADED IF YOU FAIL TO UPLOAD BY THE DEADLINE.

TESTING FEATURES ENABLED

1. On the MEE and MPT, applicants will be able to view the question and their response at the same time. For the MPT, applicant will be able to open the MPT library attachments and view both the attachments and applicant's response on the screen. Applicants will be permitted to highlight within the text of the question but not within any attachment; have use of virtual scrap paper for each MPT and MEE question to outline their responses; be able to cut and paste between the virtual scrap paper and answer; and use spell-check, the highlighter, and "find and replace" features in the answer.
2. On the MBE, applicants will be able to highlight within the text of each question; strike out unwanted answers or answers you believe are incorrect (**NOTE – you must still select an answer as your choice**, not just strike those you think are incorrect, to receive credit for a correct answer); navigate forward and backward between questions as well as skip and/or return to unanswered questions during each session (but you cannot go back to a question from a previous session in a later session); flag multiple choice questions that you would like to return to during that session; and use virtual scrap paper for each question.
3. APPLICANTS WILL NOT BE ABLE to use multiple monitors, cut and paste, or drag and drop, text from the MPT or MEE question or the MPT library to their answer; underline, circle, or strike out any text in any of the MEE or MBE questions or the MPT materials; use any physical scratch paper, notes, or physical reference materials.

FAILURE TO FOLLOW PROCEDURES

Failure to follow Board Policies and Procedures and Assessment instructions, or violation of the Code of Conduct, may result in nullification of exam scores. Further, you may be required to appear before the Board for a character and fitness hearing prior to re-applying for a subsequent examination.

CHARACTER AND FITNESS 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 (in-person may be via Zoom, Skype or similar video program) 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 to be conducted in late August and September.

Interviews are scheduled by the interviewer. 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 Admissions Assessment, you will find a registration application for the Tennessee Law Course (TLC) in your Synergy application menu. You may register for the TLC at any time after the Assessment. The TLC is a 7 ½ hour online course on Tennessee Law that applicants must complete to be eligible for licensing and admission in Tennessee.

GRADING AND GRADE RELEASE

GRADING: Grading is anonymous; graders do not have access to your personally identifying information at any time. The MPT answer 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. All written answers will be read by at least

two graders to determine the 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 any exam answers.**

For your score to be accepted for admission in Tennessee, you must score at least 270 out of 400. **Your only recourse in the event you are unsuccessful on the Admissions Assessment is re-examination.** Additionally, you will earn a score that may be accepted for admission in jurisdictions with which Tennessee has entered in to an agreement for portability. The list of jurisdictions is available on our website [here](#).

GRADE RELEASE: The results of the Admissions Assessment are scheduled to be released on **Friday, December 7, 2020, by 2:00 p.m. CT**. 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 Admissions Assessment 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 a score that meets the licensing requirements for Tennessee (270 or higher) and you have met all other requirements for licensing and admission, the Board will complete a final review of your application 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 character and fitness standard and have completed all licensing requirements, you will be approved for licensing and admission. If you are not approved upon achieving a passing score, you will receive a letter with instructions and/or a show cause order. The communication from the Board will include a deadline by which you must respond.

SHOW CAUSE HEARINGS AND HEARINGS ON PETITIONS

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 following the Admissions Assessment will be held in January, 2021.

Tennessee Supreme Court Rule 7, Article XIII governs hearings before the TBLE. 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. Upon arrival you will sign in with a TBLE staff member. In the event in-person hearings have not resumed due to the pandemic, hearings will be conducted by Zoom or similar video conference meeting software.

Hearings before the TBLE 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 TBLE.

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 Admissions Assessment does not mean that your character and fitness investigation is complete. You may achieve a passing score 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 Admissions Assessment, requirements for licensing 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 do 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 score on the Admissions Assessment, you must submit an updated Character and Fitness Investigation application and, if required, appear for another 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 Assessment 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 OCTOBER 2020 ADMISSIONS ASSESSMENT GENERAL INFORMATION MANUAL – SAMPLE

Name: _____

(Print or Type Applicant Name as listed n Synergy application)

VERIFICATION OF CONTACT INFORMATION:

I have verified that the information included in my Synergy profile (synergy.tnble.com) and the information, including the formatting, is correct.

My profile in Synergy requires the following changes:

Name:

Your name as entered in Synergy is exactly how your name will appear on your license, including spelling, capitalization, and punctuation. Remember that a Suffix is Jr., Sr., II, etc., not Mr., Ms., etc. Honorifics, such as Dr. or J.D. will not be printed on a license.

Email Address:

Mailing Address:

NCBE CONDITIONS OF USE COMPLIANCE:

I have taken an exam in another jurisdiction in July, August, or to date in September, 2020.

If yes, list the jurisdiction(s) and date(s):

I am registered to take an exam in another jurisdiction in September or October, 2020.

If yes, list the jurisdiction(s) and date(s):

I am NOT registered to take an examination in any other jurisdiction other than the Tennessee Admissions Assessment in 2020.

OTHER ACKNOWLEDGEMENTS:

By affixing my e-signature* below, I certify that I have received the Tennessee Admissions Assessment General Information Manual and that I have read the complete Manual. My signature reflects my acknowledgement and acceptance of the following:

- I am responsible for having read all of the information contained in this Manual, including the Code of Conduct, as well as the Board Policies and Procedure and Tennessee Supreme Court Rule 7, available on the Board [website](#).
- If I fail to follow Board Policies and Procedures, the Code of Conduct, and instructions provided in this Manual and given during the Admissions Assessment my scores will be nullified and I may be ordered to appear before the Board for a character and fitness hearing.
- My only recourse in the event I do not achieve a passing score on the Assessment is re-examination, as provided in Tenn. Sup. Ct. R. 7, Sec. 13.02(a) and 14.04.
- I will be required to consent to the collection and use of biometric data by ExamSoft as part of the operation of the ExamID process.
- I will be required to consent to sharing information with the National Conference of Bar Examiners (NCBE) including, but not limited to, personally identifying information (PII), test responses, test performance data such as keystrokes and time spent on each item, and reports of irregularities. See page 2, Item 5.

- I will be required by ExamSoft to consent to the release included in this Manual in order to proceed with the online testing. See page 6, Item 3.
- The Admissions Assessment is comprised of materials subject to copyright that have been provided by the NCBE. Violations of the copyright protections will be prosecuted by the NCBE and may require you to appear before the Board. See page 4, Item 3.

Date: _____ Signature of Applicant: _____

* This is a fillable .pdf form. Please use the Adobe or other E-Sign digital signature to sign the form. Once signed, upload to your Synergy application under related item, "Acknowledgement: TN Bar Exam General Instructions," by 4:00 p.m., CT, September 16, 2020.

ACKNOWLEDGMENT OF RECEIPT OF TENNESSEE OCTOBER 2020 ADMISSIONS ASSESSMENT GENERAL INFORMATION MANUAL

Name: _____
(Print or Type Applicant Name as listed in Synergy application)

VERIFICATION OF CONTACT INFORMATION:

I have verified that the information included in my Synergy profile (synergy.tnble.com) and the information, including the formatting, is correct.

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