

# ACCESSIBILITY REQUEST FORM

## Instructions

Use this form for administration of a remotely-proctored Uniform Bar Examination. Applicants who do not have a quiet, private testing location, a reliable internet connection, or appropriate equipment may request assistance from the Board of Law Examiners. 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 Examplify, ExamMonitor and ExamID software. Older computers that have been updated regularly tend to work as well but it is recommended that you update the operating system. 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 remotely-proctored UBE.

## Acknowledgement

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

- The Board will work with applicants who do not have a quiet, private place to test or who do not have sufficient internet service.
- All testing will require a computer that meets the Minimum System Requirements provided by ExamSoft and available [www.examssoft.com/tnbar](http://www.examssoft.com/tnbar).
- You must register and download the software for the exam and take the mandatory mock exams, 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.**
- Strict adherence to the governing procedures and protocols is demanded.
- The Board will arrange space in Knoxville, Memphis, and Nashville.

# ACCESSIBILITY REQUEST FORM

_____	_____	_____
Last Name	First Name	Middle Name
_____		
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 assistance 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:
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Preferred Location for Testing Space:

- 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. I understand that the Board may not be able to provide equipment but will make reasonable efforts to do so.	
_____	_____
Signature (Electronic "s/typed name")	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