

TENNESSEE BOARD OF LAW EXAMINERS

# UNIFORM BAR EXAM

GENERAL INFORMATION MANUAL JULY 2021

**PURPOSE OF THE GENERAL INFORMATION MANUAL  
FOR THE JULY 2021 REMOTELY-ADMINISTERED UBE**

This information has been prepared by the Tennessee Board of Law Examiners for applicants who will be taking the remotely-administered and proctored Uniform Bar Examination (“UBE” or “Examination”) in July 2021. 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 Examination attesting to the fact that you did not violate these procedures.

Failure to follow the Policies and Procedures of the Board during the Examination will result in nullification and embargo 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 13 is a sample of the Acknowledgement Form that you must complete and upload by 4:00 p.m. CT, July 2, 2021.**

# TENNESSEE BOARD OF LAW EXAMINERS

Uniform Bar Examination – July 27 – 28, 2021

## 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. CDT, July 2, 2021  
OR YOU WILL NOT BE ELIGIBLE TO TAKE  
THE JULY 2021 EXAMINATION.**

**(Sample Acknowledgement Form found on page 13; a .pdf fillable form will be attached to the transmittal email and available in your Synergy account under the “Letters” tab)**

## TENNESSEE BOARD OF LAW EXAMINERS - General Information Manual

**Daily Schedule:** ALL TIMES ARE CENTRAL STANDARD 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 9:00 a.m., Central Time means you will begin at 10:00 a.m.. 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 (CT)	1 <sup>st</sup> Session	Break	2 <sup>nd</sup> Session	Break	3 <sup>rd</sup> Session	Break	4 <sup>th</sup> Session
<b>TUESDAY JUL 27</b>	9:00 – 10:30 am <b>MPT 1</b>	10:30 – 11:00 am (30 min)	11:00 am – 12:30 pm <b>MPT 2</b>	12:30- 2:00 pm (90 min)	2:00 – 3:30 pm <b>MEE 1 – 3</b>	3:30 – 4:00 pm (30 min)	4:00 – 5:30 pm <b>MEE 4 - 6</b>
<b>WEDNESDAY JUL 28</b>	9:00 – 10:30 am <b>MBE 1-50</b>	10:30 – 11:00 am (30 min)	11:00 am – 12:30 pm <b>MBE 51-100</b>	12:30- 2:00 pm (90 min)	2:00 – 3:30 pm <b>MBE 101-150</b>	3:30 – 4:00 pm. (30 min)	4:00 – 5:30 pm <b>MBE 151-200</b>

**THE SCHEDULE BELOW IS ONLY FOR THOSE APPLICANTS WHO HAVE BEEN APPROVED FOR NONSTANDARD TESTING. TIMES WILL BE PROVIDED IN A SEPARATE EMAIL:**

DAILY SCHEDULE (CT)	1 <sup>st</sup> Session	Break	2 <sup>nd</sup> Session	Break	3 <sup>rd</sup> Session	Break	4 <sup>th</sup> Session	Break	5 <sup>th</sup> Session	Break	6 <sup>th</sup> Session
<b>TUESDAY JUL 27 6 Sessions</b>	<b>MEE 1</b>	(30 min)	<b>MEE 2</b>	(30 min)	<b>MEE 3</b>	(105 min)	<b>MEE 4</b>	(30 min)	<b>MEE 5</b>	(30 min)	<b>MEE 6</b>
	1 <sup>st</sup> Session		Break	2 <sup>nd</sup> Session		Break	3 <sup>rd</sup> Session		Break	4 <sup>th</sup> Session	
<b>WEDNESDAY JUL 28 4 Sessions</b>	<b>MBE 1-25</b>		(30 – 50 min depending on % time addition)	<b>MBE 26-50</b>		(90 – 120 min depending on % time addition)	<b>MBE 51-75</b>		(30 – 50 min depending on % time addition)	<b>MBE 76-100</b>	
<b>THURSDAY JUL 29 4 Sessions</b>	<b>MBE 100-125</b>		(30 – 50 min depending on % time addition)	<b>MBE 126-150</b>		(90 – 120 min depending on % time addition)	<b>MBE 151-175</b>		(30 – 50 min depending on % time addition)	<b>MBE 176-200</b>	
	1 <sup>st</sup> Session					Break	2 <sup>nd</sup> Session				
<b>FRIDAY JUL 30 2 Sessions</b>	<b>MPT 1*</b>					(90 – 120 min depending on % time addition)	<b>MPT 2*</b>				

\* Details regarding special provisions for testing times of longer than 90 minutes will be provided with the testing schedule.

### PASSWORD DELIVERY

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 exam. **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 EXAMINATION INFORMATION

## 1. PRE-EXAM IDENTIFICATION

The color photo and the government-issued photo ID uploaded with your application and the photo from your mock exam will be used by TBLE Staff to verify your identity during the remotely-administered July 2021 Examination. To maintain your privacy, you will not display your ID during the July 2021 Examination.

## 2. CONTACT INFORMATION VERIFICATION

You must verify as part of the Acknowledgement on Page 13 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 as a suffix or elsewhere in your name, 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](mailto:myname@lawschool.edu), expire after you graduate. **The Board and ExamSoft communicate with you exclusively by email, including information regarding registration, file downloads, location of passwords for the July 2021 Examination, and Examination results.** If you do not have a valid email address in Synergy, you will 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 July 2021 Examination 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. IT IS HIGHLY RECOMMENDED THAT YOU CONNECT YOUR COMPUTER TO THE INTERNET DURING THE BREAKS SO THAT FILES FROM THE SESSION YOU JUST COMPLETED WILL UPLOAD.** The exam and monitoring files are large and use large amounts of storage resources, which may affect performance of the software for subsequent session, depending on the available HD and RAM resources available. When you are ready to access the password for the next session, if the file has not completely uploaded, the upload will pause and resume when you complete the next exam session and reconnect to the internet.

## 4. FAQs FOR THE REMOTELY-ADMINISTERED JULY 2021 EXAMINATION

Tennessee remotely-administered Examination FAQs can be found on the Board of Law Examiners website at [https://www.tnble.org/?page\\_id=799](https://www.tnble.org/?page_id=799). ExamSoft FAQ’s can be found here: <https://bar.examsoft.com/remote-faq/>. Additionally, information for using the attachments in Exemplify can be found by clicking this link: <https://help.examsoft.com/s/article/Exemplify-Tips-for-PDF-Attachments>.

## 5. CONDITIONS OF USE OF THE NCBE MATERIALS

Test materials used for the Uniform Bar Examination 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.

## 6. CONSENT TO USE OF BIOMETRIC AND TESTING DATA

For the remotely-administered July 2021 Examination, a video and audio recording will be made of each entire session. To participate in the July 2021 Examination, 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. Do not hold your Government ID when taking your baseline ExamID picture or your exam day picture. We have your photo ID and picture on file and will use that to validate your ExamID photo taken during the mock exam.

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 remotely-administered Examination, 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 Examination, such as test response data, keystroke data, and time spent on each item. (See paragraph 5, above.)

Information collected in the remotely-administered July 2021 Examination 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](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 notes section), 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. Likewise, if you use the cross-out feature when selecting your MBE answers but do not actually select an answer, the Board cannot search for your answers. You will be given a zero for questions you did not answer.

# 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 and a top to prevent 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 the label removed;
- Chap stick with the label removed; and
- Foam earplugs without a string and not connected to anything; **you must present the earplugs at**

**the beginning of each session, and squeeze the earplugs prior to placing them in your ears.**

## 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 Examination, 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 Examination. The Board may take other actions in addition to your disqualification from the exam.

**In order to ensure the accuracy and security of the July 2021 Examination, 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 other than the computer you are using to take the Examination;
- ✗ Watches of any type, smart watches of any kind, digital watches, analog watches, timers, clocks, fitness trackers;
- ✗ Pens and Pencils, including highlighters and erasers; pencil sharpeners; pencil grips, except that a pen or pencil is permitted for the MPT item only, as provided below;
- ✗ Food, including gum (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 (Provide a notice to the Board of the head covering by noting on the Acknowledgement Form);
- ✗ Headphones, earbuds, headsets, or any sound suppression device (Foam Earplugs without a string or cord are permitted as noted above);
- ✗ Sunglasses or glasses with a tint that obscures the eyes, although prescription glasses and blue light filtering glasses are permitted.
- ✗ 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, except that blank scratch paper (lined or unlined) is permitted for the MPT item only, as provided below;
- ✗ 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, remotely-administered 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**. Do not read your questions or answers aloud or talk even if no one is in the room, and do not move your lips while reading; doing so will result in flags and you may have to explain your actions to the Board.



## 5. CODE OF CONDUCT

The Board is confident that applicants to the Bar of Tennessee will conduct themselves appropriately during the July 2021 Examination. The remotely-administered July 2021 Examination is being made available in order to accommodate applicants due to the COVID-19 pandemic. Please remember that you will be recorded throughout the testing sessions and you should dress and act appropriately as all recordings will be reviewed by multiple proctors and, potentially, members of the Board. Wear proper attire similar to what you would wear for in-person testing, to class, or to Court. A modest shirt is required. Test at a desk or similar work station, not lounging on a sofa, bed, or the floor. Cursing during the Examination is not acceptable. Failure to dress and act appropriately reflects poorly on your professionalism and may require you to appear before the Board and/or result in nullification of your scores.

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 exam 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 Examination.

A. Applicants cannot be out of the view of the webcam during the Examination. Leaving the frame of the camera includes leaving the work space or sitting in a position that renders an applicant's face fully or partially outside the view of the camera. If an applicant's mouth and/or eyes are not fully visible, the applicant is out of the frame of the camera. Proctors must be able to track an applicant's eyes and gaze throughout the exam, as well as monitor for speaking. Applicants will learn how to monitor the picture frame in the mock exams and should practice staying within the frame. Be sure that your camera is centered on you monitor and that it captures more than the top of your head when you are working on the Examination.

B. Absent a specific accommodation, applicants may not leave the workspace during the Examination, eat, or talk to anyone. Applicants must remain seated at the workspace where the applicant began the Examination. Carrying the laptop from place to place during the Examination is not permitted.

C. Applicants are not permitted to speak during the Examination, except as otherwise provided herein.

D. Applicants are not permitted to share the content of the Uniform Bar Examination or violate the NCBE copyright protections, as noted in paragraph 3, above. Please remember that not all applicants test on the same schedule and speaking with anyone about the exam content or your answers is a violation of the Honor Pledge.

E. 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 Examination.

F. 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, which was verified prior to the examination. If a new baseline photo is taken after the deadline to upload Mock Exam 1 or 2, **the Applicant must notify the Board that the baseline photo has been updated** by email to [BLE.administrator@tncourts.gov](mailto:BLE.administrator@tncourts.gov). Failure to do so is a violation of exam security and may result in nullification of your examination scores and you may be required to appear before the Board.

G. Because the Examination is being remotely-administered, the Board must rely on the recording of your Examination to determine whether there was cheating or other security-related breaches. Be sure that you have removed any large files from your computer so that Examplify has sufficient space in which to operate. Additionally, remove any prior version of ExamSoft software prior to registration and download of the software for the UBE. Both of the steps must be taken to provide the proper environment in which ExamSoft will operate. Video and audio files may not be created or may not upload for applicants who fail to complete these steps, resulting in nullification of your scores.

H. ARTIFICIAL INTELLIGENCE AND LIVE PROCTOR REVIEW: 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. Speaking aloud or mouthing words during the Examination;
- b. Having or using a prohibited item in the room in which you are testing;
- c. Being out of the frame of the camera (see definition above);
- 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 Examination;
- f. Standing up with or without your computer or leaving your computer during the Examination, unless permitted as part of an accommodation;
- g. Disconnecting the webcam, turning your computer off, or rebooting your computer, absent a frozen camera or computer screen;
- h. Any behavior otherwise inconsistent with the Security Policy and Code of Conduct; or
- i. Any other conduct that raises suspicion that an applicant cheated on the exam.

If an Applicant engages in conduct that violates the Code of Conduct and is either evident throughout one or more sessions of testing or is persistent throughout at least one testing session such that the Board is not able to validate the applicant's scores, the Board may invalidate and embargo the applicant's scores even if the Board does not find obvious cheating.

## HONOR PLEDGE

During the last session of the July 2021 Examination, applicants will be emailed the following Honor Pledge, in which you must affirm, under penalty of perjury, that you have not violated the Security Policy or Code of Conduct, cheated, given or received assistance on the Examination, or otherwise compromised the integrity of the July 2021 Examination, and that if you have knowledge of anyone else doing so before, during, or after the Examination, 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.

After you complete the July 2021 Examination, download the Honor Pledge from your email, 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, July 28, 2021**.

The Honor Pledge:

*I have read and understand the Tennessee July 2021 General Information Manual, including the Security Policy and Code of Conduct. I have not given or received aid on the Examination, I have not knowingly shared my answers, and I have not used unauthorized materials on this Examination, or otherwise violated the Security Policy or Code of Conduct. 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 Board of Law Examiners. I understand that a violation of this Honor Pledge will result in nullification of my scores and that I will have to appear before the Board at a character and fitness hearing.*

## EXAMINATION PROCEDURES

### 1. REMOTELY-ADMINISTERED TESTING AND USE OF EXAMSOFT

- A. Registration for Laptop Testing opens on June 17, 2021, and closes on July 1, 2021, at 4:00 p.m.



**Central Time.** Please check your email for registration information from ExamSoft. **You MUST register, download the software, and complete mock exam one and mock exam 2 (including uploading them)** to be eligible to take the remotely-administered July 2021 Examination. 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 July 2021 Examination 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](http://www.examssoft.com/tnbar). If a new baseline photo is taken after the deadline to upload Mock Exam 1 and 2, **the Applicant must notify the Board that the baseline photo has been updated** by email to [BLE.administrator@tncourts.gov](mailto:BLE.administrator@tncourts.gov). See Code of Conduct, above.

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 Notes feature and screen management. The 2<sup>nd</sup> mock exam will take approximately 90 minutes to complete. See the Tennessee ExamSoft home page ([www.examssoft.com/tnbar](http://www.examssoft.com/tnbar)) for more information about features of the program.

D. No additional time will be awarded for failing to follow instructions or for technical issues with your personal computer, including isolated power outages. If there is a system-wide issue, the issue will be addressed for all affected applicants. If the technical issue is limited to your computer, you will not be given extra time. Applicants must take both mock exams 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 Examination:

"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. Additionally, the Board will cannot search for your answers if you use the cross-out feature and do not select an answer. You will be given a 0 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 [www.examssoft.com/tnbar](http://www.examssoft.com/tnbar) and on the TNBLE website [here](#). 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. The camera must be in the center of your monitor so that you are directly and squarely facing it. Exemplify, the testing software which will deliver the questions, will display on only one monitor. You will be required to provide a system description, including type and size of your monitor, type of computer, and whether you are using an internal or external camera/microphone as part of your Acknowledgement that is due on July 2, 2021. If you fail to provide a system description in your Acknowledgement, or provide incomplete information, you will be ineligible to take the Examination.

F. Prior to beginning the July 2021 Examination, 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 need to have your computer plugged in throughout the Examination, although in the event of power disruption, you will be able to use battery power if you are testing on a laptop computer or have a battery back-up system. It is recommended that you have an alternate power source if using a desktop computer.

H. When you complete each testing session, exit to the launch screen but do not close your laptop or exit ExamSoft. **It is recommended that you immediately connect to the internet** to begin uploading your answers, video and audio files. The upload process will pause when you begin the next session.

I. 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.

J. The **DEADLINE for uploading essay answers, video, and audio files is 9:00 p.m. CT, Wednesday, July 28, 2021<sup>1</sup>**. 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 each session but no later than at the conclusion of testing each day.** Answer files will upload quickly. Video and audio files take longer to upload.

## 2. SCRATCH PAPER

**FOR THE MPT ONLY:** You are permitted to use physical scratch paper and up to two non-digital pencils or pens on the MPT items. The scratch paper may be lined or unlined letter size paper that is otherwise blank. You may use up to **3 sheets of paper (6 sides)**, but the paper, pens, and/or pencils must be in your testing space when testing begins; you cannot leave the testing space to get additional paper or writing implements. You will need to show each page of paper, front and back, on screen at the start of the testing. Remove the paper and pens/pencils prior to other test sessions.

**FOR THE MEE QUESTIONS AND MBE:** A Notes feature is provided as part of the Exemplify software. You will have the opportunity to practice using Notes as part of the mock exams. **You are not permitted to have scratch paper, notes, pens, pencils, or recording devices in your workspace for the MEE or MBE sessions** of the remotely-administered July 2021 Examination, as noted in Prohibited Items, above. Answers typed in the Notes box rather than the answer tab will not be graded.

**Using scratch paper or any writing implement on any portion of the July 2021 Examination other than the MPT will constitute testing misconduct. Your scores will be nullified and you may be ordered to appear before the Board for a hearing regarding your character and fitness.**

## 3. APPLICANT IDENTIFICATION NUMBER

Your randomly assigned 5-digit examinee number will be delivered by email from the Board. All grading is anonymous; the Applicant ID Number is the only identification on your papers for purposes of scoring and processes grades. ***For the July 2021 Examination, the Applicant ID number begins with 47.*** This number will be linked automatically to your ExamSoft account.

## 4. PASSWORDS

You will have multiple ways to access the password prior to each session. The week before the Examination, 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 Examination. The Board will provide multiple ways to access the passwords, including by email, a post to your Synergy account in “Letters,” and/or a link to a file cloud folder; ExamSoft will have additional ways to retrieve the passwords.

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<sup>1</sup> Applicants testing over 4 days must upload by 9:00 p.m. CT June 30, 2021.

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 ends. You have a 15 minute grace period after the start time to log in, after which time, you cannot access the session.

## 5. PRE-EXAMINATION NOTICES AND INSTRUCTIONS

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

- ExamSoft installation software will check your computer to see that it meets the minimum system requirements and you will receive a notice if it does not. If you elect to move forward with less than the minimum system requirements, you accept the risk of technical issues and failure of the Software. You also understand that the Board may give you an opportunity prior to the exam to remedy the issue so you're your computer meets minimum system requirements and that if you choose to not remedy the issue, you will not be eligible to take the examination.
- You must remove all prior versions of ExamSoft from your computer before installing the Exemplify Software Ver. 2.7 for the July 2021 examination.

## 6. STARTING BUT NOT COMPLETING THE JULY 2021 EXAMINATION

If you do not login for a section of the Examination during the required time frame, you will not be permitted to login for that session. You will receive a score for the Examination based on the sessions you completed and zeroes for the sessions you missed.

### MPT-1 AND MPT-2

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](http://www.ncbex.org).
3. You will have 90 minutes to complete each MPT.

### MULTISTATE ESSAY EXAMINATION

1. The MEE consists of six (6) 30-minute essay questions. The questions will be in your Exemplify testing software.
2. You will have 90 minutes to answer the first three MEE questions, followed by a break and then 90 minutes for the remaining 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](http://www.ncbex.org).

### MBE – 4 SESSIONS OF 50 QUESTIONS EACH

1. The Multistate Bar Examination (MBE) consists of 200 multiple-choice questions, divided equally into four 90 minute sessions testing sessions with a break between sessions. For more information about the MBE, see "NCBE Exams" at [www.ncbex.org](http://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 THE HONOR PLEDGE TO SYNERGY:**

**9:00 P.M. CDT, WEDNESDAY, JULY 28, 2021.**

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

## **TESTING FEATURES ENABLED**

1. On the MEE and MPT, applicants will be able to view MPT and MEE question as an attachment. You will be able to use the Notes feature to take notes and outline responses. This feature also allows you to cut, copy and paste text between the Notes and your answer. It is highly recommended that you opt for the “copy and paste” feature, as opposed to “cut and paste” feature. All MPT and MEE answers **MUST** be recorded in the proper answer response space. The Board will **NOT** be able to retrieve or grade any language within the Notes section or included in the answer filed for the wrong question (i.e., the answer for MEE 2 is in the answer box for MEE 3). You will be able to increase the font size of the question, answer text, and attachments, highlight and search within the attachment, and use spell-check and “find and replace” in your answer. Best practice is to outline your answer in the answer box rather than the Notes feature.
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 Notes for each question.
3. **APPLICANTS WILL NOT BE ABLE** to use multiple monitors, drag and drop or cut/copy and paste text from the MPT or MEE question or the MPT library into 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 (except for the MPT), notes, or physical reference materials.

## **FAILURE TO FOLLOW PROCEDURES**

Failure to follow Board Policies and Procedures and Examination 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 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 3 weeks after the July 2021 Examination, 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 Examination. The TLC is a 7 ½ hour remotely-administered 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. 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 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 July 2021 Examination is re-examination.** Scores on the Examination in Tennessee are UBE scores and can be transferred to another UBE jurisdiction as long as the score meets the minimum required score and the applicant meets the eligibility requirements for the jurisdiction.

**GRADE RELEASE:** The results of the July 2021 Examination will be released in late October or early November. **The Board will email your and post the date on the website.** Please do not CALL OR EMAIL the Board to ask when results will be released or when results will be posted on grade release day. We will deliver results of the July 2021 Examination 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](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 July 2021 Examination will be held in December, 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. The hearings will be conducted in person. You will sign in with a TBLE staff member upon arrival. 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 and you will be placed in a virtual waiting room until your hearing.

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, you will 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 July 2021 Examination 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 July 2021 Examination, requirements for licensing include:

- Approval of the Character and Fitness requirements in Rule 7, Section 6.01;
- 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 your background investigation was completed, you apply for an updated Character and Fitness Investigation with the NCBE and upload the amended application to Synergy, 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](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.



Name: Sample, Do Not Use this Sample Form

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

## ACKNOWLEDGEMENT OF RECEIPT OF TENNESSEE JULY 2021 EXAMINATION GENERAL INFORMATION MANUAL – **SAMPLE**

### 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:

### OTHER ACKNOWLEDGEMENTS:

By affixing my e-signature\* below, I certify that I have received the Tennessee July 2021 Examination 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 July 2021 Examination, my scores will be nullified and embargoed, I will be unsuccessful on the examination, and I may be ordered to appear before the Board for a character and fitness hearing.
- My only recourse in the event I am not successful on the Examination 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 remotely-administered testing. See page 6, Item 3.

Name: Sample, Do Not Use this Sample Form

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

- The July 2021 Examination 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.
- I understand that the Board is not responsible for technical issues resulting from the use of a computer and that if I am not able to complete all or part of the exam, I will have to apply for a subsequent Examination.
- I understand that the ExamSoft installation software will check my computer to see that it meets the minimum system requirements and I will receive a notice if it does not. If I elect to move forward with less than the minimum system requirements, I accept the risk of technical issues and failure of the Software. I also understand that the Board may give me an opportunity prior to the exam to remedy the issue so that my computer meets minimum system requirements and that if I choose to not remedy the issue, I will not be eligible to take the examination.
- I understand that I must remove all prior versions of ExamSoft from my computer before installing the Examplify Software Ver. 2.7 for the July 2021 examination and that my scores may be embargoed if I am not using the required version of the Examplify Software.

**Description of my Computer System:** If any of the information below changes prior to the Examination, I understand I am under an obligation to upload a revised description:

<b>Type of Laptop:</b>			
<b>Size of Monitor:</b>			
<b>My monitor is</b>	<input type="checkbox"/>	Attached as part of a laptop	<input type="checkbox"/> External
<b>Camera:</b>	<input type="checkbox"/>	Internal	<input type="checkbox"/> External
<b>Microphone:</b>	<input type="checkbox"/>	Internal	<input type="checkbox"/> External
<b>Mouse:</b>	<input type="checkbox"/>	Built-in/Touch Pad	<input type="checkbox"/> External

Date: \_\_\_\_\_ Signature of Applicant: Do Not Sign this Sample Form

\* 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, July 2, 2021.**