

TENNESSEE BOARD OF LAW EXAMINERS

# TENNESSEE BAR EXAM

GENERAL INSTRUCTION MANUAL – February 21 & 22, 2023

PURPOSE OF THE GENERAL INSTRUCTION MANUAL  
FOR THE TENNESSEE BAR EXAMINATION

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

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

**Attached to this Manual at page 15 is a *sample* of the Acknowledgment Form that you must complete and upload 3:00 p.m. CT, Tuesday, January 20, 2023. Failure to upload the Acknowledgment Form will result in a determination of the Board that you are ineligible to sit for the exam. The Acknowledgment Form you must complete has been emailed to you and is available in your Synergy account.**

# TENNESSEE BOARD OF LAW EXAMINERS

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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 ACKNOWLEDGMENT FORM BY 3:00 p.m. CT, January 20, 2023 OR YOU WILL NOT BE ELIGIBLE TO TAKE THE FEBRUARY 2023 EXAMINATION.**

**(Sample Acknowledgment Form found on page 15; 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 Instruction Manual

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

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

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

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

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

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

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

*Note:* Schedules for Applicants with certain accommodations will vary and will be provided with your exam seating assignment email that will be sent approximately 1 week prior to the exam.

### LATE ARRIVAL

No additional time will be granted to anyone arriving late. No exceptions will be made under any circumstances.

## A. PRE-EXAM INFORMATION AND DEADLINES

### 1. CONTACT INFORMATION VERIFICATION

You must verify as part of the Acknowledgment Form<sup>1</sup> 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. Do not add any prefixes and use only a suffix such as Jr., III, that is part of your legal name.
- **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 communicate with you exclusively by email*, including information regarding registration, file downloads, and examination results. If you do not have a valid email address in Synergy, you will not receive this critical information.

Please accept “@tncourts.gov” as a trusted sender in your email program. Your contact information will be used for release of grades and future communications regarding licensing and admission.

### 2. PUBLIC HEALTH AND SAFETY PROTOCOLS

The exam will be conducted in spacious halls, seating two people per 8-foot table with aisles to the front, back, and both sides of each table. The Tennessee Board of Law Examiners (the “Board”) is committed to a safe administration of the exam for all parties involved in taking and administering the exam. The ability to administer the exam consistent with public health guidelines will only be possible with the cooperation of all applicants. This document provides for the anticipated testing conditions as of January 1, 2023. The Board and Court will continue to monitor public health and safety mandates to determine if any modifications to the testing conditions are necessary for the safe administration of the exam or to comply with state or local regulations in place at the time of the exam. You will be required to acknowledge the Public Health and Safety Protocols on the attached Acknowledgment Form.

You are strongly encouraged to be fully vaccinated, in the interest of public health and safety. Masks are not required but are permitted to be worn throughout the exam. All masks are subject to inspection. Gaiters, vented masks, and face shields pose exam security risks and are not permitted to be worn in the exam rooms.

You are expected to stay home if you are sick with any illness, including but not limited to the flu, stomach virus, Covid-19, bronchitis, etc., or if you test positive for Covid-19. You will not be permitted entry to the exam if you have tested positive for Covid-19 any time after February 16, 2023, through the end of the examination. If you are exhibiting Covid-19 symptoms (as determined by the CDC), you will be prohibited from entering the exam and asked to leave, unless you are able to provide a negative Covid-19 test result administered by a healthcare professional within 72 hours preceding the exam date.

### LAPTOP SOFTWARE REGISTRATION AND REMINDERS

- Registration for Laptop Testing **opens on January 18 at 9:00 a.m. CT and closes on January 25 at 3:00 p.m. CT**. Please check your email for a message from ExamSoft with the registration links. If you timely register for testing by laptop, **you MUST complete the mock exam on or before February 1 at 3:00 p.m. CT** to be permitted to take the examination by laptop.
- Please note that the **bar exam testing software works differently** from the software used during law

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<sup>1</sup> See paragraph A-4, below and the Acknowledgment Form at the end of this document. The Acknowledgment Form must be returned by 3:00 p.m. CT, January 20, 2023, or you will not be permitted to sit for the exam.

school, even if provided by the same software provider. You must register and download the software each time you take the exam. It is highly recommended that you remove any other versions of Exemplify from your computer for best exam day performance.

- Additional information on Laptop Testing can be found on the ExamSoft website and at <https://ei.examsoft.com/GKWeb/login/tnbar>. Minimum system requirements can be found here: <https://examsoft.com/resources/exemplify-minimum-system-requirements/#bar>.

### 3. ACKNOWLEDGMENT FORM

At the end of this Manual you will find a *sample* Acknowledgment Form. A fillable Acknowledgment Form was sent to you by email. You must complete the fillable Acknowledgment Form, affix your signature (typed or digital), and upload the completed and signed form to your Synergy Application under the item titled, “Acknowledgment: TN General Instruction Manual,” **on or before 3:00 p.m., CT, Tuesday, January 20, 2023. If you do not upload the completed and signed Acknowledgment Form by the deadline, you will not be permitted to sit for the examination. The only recourse if not permitted to sit for the examination is to apply for a subsequent examination.**

### 4. PARKING AND HOTEL ACCOMMODATIONS

Ample parking is available at test locations. Some locations charge a fee for parking; check the website for the location. There are usually auxiliary lots nearby at lower cost. The Board of Law Examiners does not pay for your parking. Several hotels are within walking distance or a short drive from testing locations. Unless the exam is in a hotel, the Board of Law Examiners does not arrange for room blocks or special rates at hotels.

### 5. LUNCH

You will be on your own for lunch. There are food vendors near the testing venues. No one is allowed to remain in the exam room during lunch. Proctors will be preparing the room for the afternoon session. **On Tuesday<sup>2</sup>, laptops must remain in the exam room during the lunch break.** Note that some venues do not permit you to bring outside food into the exam location.

### 6. SEATING ASSIGNMENTS AND APPLICANT ID NUMBERS

You will receive an email the week prior to the exam with your testing location, seat assignment, and unique Applicant ID number. Your Applicant ID number is a 5-digit examinee number. You **MUST** put this number on all of your papers, including test booklets, or you will not receive an exam grade. Do not use your name on or in your answers. The Bar Exam is processed and scored entirely by Applicant ID numbers. ***For the Feb. 2023 exam, the Applicant ID number begins with 50.*** Do not bring the seat assignment with you to the exam. Your seat number, Applicant ID number and NCBE will be at your seat and on your Exam Badge (*see* B-3, below).

### 8. TENNESSEE BAR EXAM FAQs

Tennessee bar exam FAQs can be found on the Board of Law Examiners website at [https://bwp.tnble.org/?page\\_id=406](https://bwp.tnble.org/?page_id=406)

## B. EXAM DAY INFORMATION

### 1. REGISTRATION

You will register before taking your seat each morning. To register, you will have to present your government ID, sign the registration sheet as directed by the proctor, and, on the first day, receive your

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<sup>2</sup> Tuesday and Friday for those with double-time testing accommodations.

badge. You will be directed to a table to place small items, such as cell phones and keys, in a brown bag prior to taking your seat each morning.<sup>3</sup> When returning from lunch, return any items removed from the registration table prior to having your badge checked and returning to your seat. Once you register, you are not permitted to leave the secure area, as defined below. Do not leave the building. You may only enter or exit the exam room using the doors indicated by the proctors or staff.

## 2. ASSIGNED SEATING

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

## 3. LEAVING YOUR ASSIGNED SEAT DURING THE EXAM

You must remain seated from the time instructions begin until the exam begins. The Chief Proctor will provide full instructions prior to each exam session regarding when you may leave your seat. If you need to leave your seat for a restroom break during testing, follow this procedure:

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

## 4. EXAM BADGE

You will be given a picture ID badge at registration the first day of the exam. The badge will include your name, seat number, Applicant ID number, and NCBE number. Lanyards will be at your seat. **You are required to go directly to your assigned seat, put the ID badge in the holder, and place the lanyard around your neck.** If you are found in the exam room beyond the registration desk prior to instructions without the ID badge around your neck, you will be required to go back through registration and may be ejected from the exam if, in the discretion of the proctor, you have previously been returned to registration and are ignoring instructions to wear the ID badge.

You are required to wear the ID badge while you are in the exam room, until you are dismissed for the day. You may not write anything on the ID badge or put anything other than the ID badge in the lanyard pocket. Writing on the ID badge or putting other items in the lanyard will result in expulsion from the exam and nullification of your exam scores. You will wear the badge during lunch and show the badge to the proctor to re-enter the secure area. At the end of testing, you will be instructed to place your lanyard, with the badge in the holder, at your seat. After registration the each day of

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<sup>3</sup> See C. Security Policy, paragraph 7, below.

testing, go directly to your seat and place the lanyard with the badge around your neck. When all testing is completed, the Chief Proctor will provide instructions regarding the collection of the badges and disposal of lanyards.

If you are found in the room after instructions begin without your ID badge and lanyard around your neck, you will be ejected from the exam and you will not receive an exam score. Violations are reported to the Board and the Board may conduct a hearing regarding your character and fitness, and/or take other actions in addition to your disqualification from the exam.

## 5. LAPTOP TESTING

- If you have properly registered to use your laptop and downloaded Exemplify, you will use it on Tuesday only<sup>4</sup>.
- Prior to entering the secure area, be sure to:
  - **disable any anti-virus software** you may have installed;
  - **close all programs that might be running in the background;**
  - **remove the laptop from any case or protective shell;** and
  - remove all external devices, including USBs or Bluetooth receivers as any removable device found during the exam will be confiscated. See **SECURITY POLICY**, below.
- You cannot use a wired or wireless mouse.
- Your keyboard must be an integral part of your laptop; if it is a detachable keyboard, the keyboard must remain docked (attached) while your laptop is in the Secure Area. If you separate the keyboard, **you will be ejected from the exam and you will not receive an exam score. Violations are reported to the Board and the Board may conduct a hearing regarding your character and fitness, and/or take other actions in addition to your disqualification from the exam.**
- You must bring your power cord but cannot use a block-type plug in as it takes too much space; rather, add an extension to the block adapter so that the block is inline. See **Appendix 1** for pictures. You cannot complete the exam on battery power only.
- Once you enter the **Secure Area** and open your laptop, you must launch Exemplify immediately—you cannot use your laptop to read notes, check e-mail, or browse the internet once you enter the Secure Area. **Once in the Secure Area, accessing anything on your laptop other than Exemplify is a violation of the Honor Pledge.**
- Instructions for launching Exemplify will be distributed to you at the exam site. **You must read and follow these instructions.** Passwords will be provided at the beginning of each testing session.
- The laptop testing software may not work the same way your software for law school worked. Each answer is typed in a different tab so that each answer is printed separately for the graders. See Paragraph B-6, Incorrectly Formatted Answers.
- When you complete the morning exam session,<sup>5</sup> **exit to the launch screen** but do not close your laptop or exit ExamSoft. **You must leave your laptop at your seat in the exam room during the lunch break. You may connect to any available WiFi to upload your answers.** Staff will be present in the exam room during the break to monitor laptops.
- When you complete the afternoon exam session, **exit to the launch screen** but do not exit ExamSoft or close your laptop until a proctor, ExamSoft technician or the Chief Proctor directs you to do so.
- If you experience a technical difficulty and cannot use your laptop, you will be given materials to handwrite your answers.

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<sup>4</sup> Tuesday and Friday for double-time testing

<sup>5</sup> Tuesday and Friday for double-time testing.

- The **DEADLINE** for uploading essay answers is **9:00 p.m. Central Time, Wednesday, February 22, 2023.**<sup>6</sup> Answers uploaded after the deadline will not be graded. Although all locations have internet service, such service might not be sufficient for upload of all answers at the same time. It is strongly recommended that you check to be sure your answers have been uploaded as soon as possible upon reaching your final destination on Tuesday night.

## 6. INCORRECTLY FORMATTED ANSWERS

It is critical that you follow the instructions given by the Chief Proctor, the information provided in this Manual, and the instructions provided by ExamSoft. If you fail to follow the instructions and your answers are not in the correct space, you will not be given additional time to correct your error. The Board does not search for your answers. Examples include but are not limited to:

- typing an answer in the wrong space, including writing answers to both MPT questions or all MEE answers in the same answer tab, or deleting, adding, editing or renumbering the preloaded laptop software dividers (for laptop users); and/or
- writing multiple answers in one answer booklet or incorrectly numbering an answer booklet (for handwriters); and/or
- marking your MBE answers in your question booklet and not transferring the answer to the Scantron sheet;<sup>7</sup> and/or
- marking your MBE choice on the wrong line of your Scantron sheet and not correcting it, i.e., the numbering is off for the balance of the exam.

Once time is called, you may not work on your answers any longer. No additional time will be awarded for failing to follow instructions. The MPT and MEE answers are given to the grader assigned to grade the question indicated on the cover sheet or booklet cover of the answer. If the answer does not match the question or is blank, you will receive a zero for that question. For the MBE, your answers will be graded as marked on the Scantron sheet. The Board does not search for your answers.

## 7. MARKING IN TEST BOOKS

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

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

## 8. SCRATCH PAPER

Scratch paper is not permitted for any testing session. Blank space, including the inside covers, is included in each test booklet. No additional paper will be provided.

## 9. PROCTOR AND NCBE INSTRUCTIONS

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

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<sup>6</sup> Deadline for those with double-time testing accommodations is Friday, February 24, 2023 at 6:00 p.m. Central time.

<sup>7</sup> Unless permitted to do so as part of an accommodation.



## 10. EXAM MATERIAL SECURITY

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

## 11. STARTING, BUT NOT COMPLETING, THE BAR EXAMINATION

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

## 12. ATTIRE AND GENERAL ADVISORY

The Board of Law Examiners makes every effort to provide appropriate testing conditions but environmental controls are not within the Board's control. Dress in layers to adjust to the temperature in the exam room. Be prepared to be flexible. HATS, HOODS, HOODIES or anything with an attached hood are not allowed in the testing room.

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

## 13. NO EXPECTATION OF PRIVACY

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

## 14. 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/>.

# C. SECURITY POLICY AND CODE OF CONDUCT

## 1. SECURE AREA

Each exam location has a Secure Area. The Secure Area includes the registration tables, exam room, restrooms, and any hallway area to, from, or around the registration tables and restrooms. For the February 2023 examination, registration for examinees testing at The Fairgrounds Nashville will be in Exhibit Hall B. If the exam is the only event in the building, only examinees, bar exam proctors, BLE staff members, and building personnel will be allowed in the building. All exam location secure areas are inaccessible beginning on the Monday before the examination. You may not enter the room until the room opens for testing each morning and each afternoon; you must leave the secure area during the lunch break.

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

examinees do not have access to all areas of the building(s) not used for testing.

## 2. REQUIRED ITEMS

- For registration each day, you must present a valid, unexpired government-issued photo ID, passport, or driver's license in order to enter the Secure Area. A school ID is not acceptable, even if issued by a state school. Do not bring your seat assignment email.
- For the MPT and MEE, you must bring no more than 2 stick pens with black or blue ink if using a laptop; if handwriting, you may bring 3 stick pens with black or blue ink. Retractable, "click" pens are not permitted.
- For the MBE, you may bring up to 4 - Number 2 pencils and one pencil-top eraser.

## 3. PERMITTED ITEMS

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

- One room or car key/fob (just one key/fob, not the full key ring)
- Hard mints, cough drops or hard candy – unpackaged, unwrapped and placed on table prior to start of exam (no gum or chewable candies of any type)
- Non-Medicated eye drops in clear bottle with label removed
- Chap stick with the label removed
- Water in a clear container with a top to prevent spills and without labels or printing
- Masks (optional, see Paragraph A-2) that fit snugly across your nose and mouth, subject to inspection
- Hand sanitizer in a clear bottle with no labels or printing and a top to prevent spills
- Non-hooded sweatshirt or sweater which may be placed on the back of chair if not worn; coats and/or jackets heavier than a sweatshirt must be placed in the area designated by proctors

Proctors may determine that an item does not meet these criteria and direct you to remove the item from the testing area.

## 4. PROVIDED ITEMS

The Board will provide clocks visible to all, individual pencil sharpeners, answer booklets for handwriters, earplugs (one pair each day), and tissues. Space for taking notes is included in the question booklets. Scratch paper is not permitted.

## 5. PROHIBITED ITEMS

Anything not listed above as a Required Item, Permitted Item, or Provided Item is **PROHIBITED** in the Secure Area. **If you bring a Prohibited Item into the Secure Area (other than as described below), whether or not testing is in session, the Prohibited Item will be confiscated, you will be ejected from the exam and you will not receive an exam score.** Violations are reported to the Board and the Board may conduct a hearing regarding your character and fitness, and/or take other actions in addition to your disqualification from the exam. Before entering the Secure Area, leave all prohibited items you may have brought into the testing location with you in your car or in the area designated for Prohibited Items.

### **Prohibited items include but are not limited to:**

- ✗ **Cell phones**, smart watches, calculators, fitness trackers, and any other device or item with a battery
- ✗ Watches of any type, digital watches, analog watches, timers, clocks, fitness trackers
- ✗ Mechanical pencils, retractable pens, "smart" pens or pencils, highlighters, erasers, pencil sharpeners, or pencil grips (other than as noted in Provided Items, above)
- ✗ External mouse or keyboard, whether wired or wireless, USBs, or other plug-in devices
- ✗ Food and beverages (other than as noted in Paragraph C-3, Permitted Items)

- ✗ Cameras, scanners, recorders, or any device that has the ability to capture and/or store an image
- ✗ Hats, scarves, any item of clothing with a hood, gaiters or face shields, headgear (except religious items that have been approved & inspected), blankets, pillows, or wraps
- ✗ Headphones, earplugs, or any sound suppression device other than the foam earplugs that have been provided by the Board
- ✗ Billfolds, wallets, cardholders
- ✗ Paper or notes of any kind (other than the materials provided to you by the Board)
- ✗ Tobacco products of any kind, including smokeless tobacco, E-cigs/Vapor devices
- ✗ Backpacks, purses, tote bags, plastic or other bags, laptop cases, laptop sleeves, or laptop shells
- ✗ Correction fluid, correction pens or correction tape
- ✗ Weapons and guns—even if you have a license permitting concealed carry of a gun
- ✗ Any other item deemed by the Chief Proctor to be inappropriate or distracting

## 6. PROHIBITED BEHAVIORS

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

The MPT, MEE and MBE are owned by the NCBE and protected by U.S. copyright laws. You are not permitted to remove or attempt to remove original, duplicated or recorded test materials, notes, reconstructed test questions or answers from the exam room at any time or by any means. This includes sharing the substance or details of any test question fact pattern, option choices, or answer, in whole or in part, by verbal communication, email, blogs, online social or professional networking sites, written notes, or any other means. It is a violation of the Honor Pledge to share examination contents or information about the examination content with anyone. For infractions discovered after the exam, your violations will be reported to the NCBE and to the Board, who may conduct a hearing into your character and fitness, and/or take other actions as well as disqualify your examination scores.

## 7. EMPTY POCKETS AND CELL PHONES

All pockets in your clothing (including any sweatshirt or sweater not worn but being taken to your seat) **MUST BE EMPTIED** of all items, including wallets and cell phones. There will be brown bags at the registration desk in which you can place your phone, wallet, or other small items from your pockets.

**CELL PHONES:** If you bring a cell phone into the building, you **MUST** leave it at the registration desk in a brown paper bag that will be provided when you register each morning. You will write your name on the bag with your cell phone. **THE CELL PHONE AND ALL ALARMS MUST BE TURNED OFF.** Even when stored at registration in the provided bag, **if your cell phone rings, chimes, or makes noise during the exam, you will be ejected from the exam and you will not receive an exam score.** Violations are reported to the Board and the Board may conduct a hearing regarding your character and fitness, and/or take other actions in addition to your disqualification from the exam.

**If you do not store your cell phone in a brown bag and it is found on your person at your seat or otherwise in the secure area at any time,<sup>8</sup> your phone will be confiscated and may be sent to the NCBE for investigation.** You will be ejected from the exam and you will not receive an exam score. You will be reported to the Board and the Board may conduct a hearing regarding your character and fitness and/or take other actions in addition to your disqualification from the exam.

Proctors will be at the registration desk during the exam and breaks. You may retrieve your phone during

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<sup>8</sup> At any time includes any time you are in the secure area, prior to testing or after testing has ended but prior to dismissal.

the lunch break and return it after lunch. *The Board of Law Examiners is not responsible for items left at the registration table in brown bags.*

## 8. EMERGENCIES

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

## 9. CONVERSATIONS

You are not permitted to converse or otherwise communicate with anyone other than a proctor or Board staff during any testing session. This prohibition includes even casual comments to other examinees in the restroom or other parts of the Secure Area during a testing session, which includes during the instructions continues until you are dismissed. Communicating with anyone during a testing session ***will disqualify you from the exam and nullify your scores.***

Please be mindful that there are people testing on a schedule different from yours in an area proximate to your testing area so it is important to remain as quiet as possible in any secure area, even before testing begins or after testing ends each day.

## 10. END OF EXAM SESSION

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

All handwritten answers must be turned in at the end of the testing session or they will not be graded. Laptop examinees must upload answers by the stated deadline (*see* Paragraph B-4, above) or your answers will not be graded.

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

## D. HONOR PLEDGE

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

### HONOR PLEDGE:

*I have read and understand the Tennessee February General Instruction Manual, including the Security Policy. 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. Further, I have not and will not share any information including or regarding the content of the Examination with anyone by any means at any time. 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.*

## E. TEST COMPONENTS

### 1. DAY 1 – AM SESSION: MULTISTATE PERFORMANCE TEST 1 & 2

The MPT is an exam designed to test your ability to use fundamental lawyering skills in a realistic situation and to complete a task a beginning lawyer should be able to accomplish. You will be provided two booklets, MPT-1 and MPT-2, each with a separate scenario and related documents. For more information about the MPT, see “About NCBE Exams” at [www.ncbex.org](http://www.ncbex.org).

- a. If you are using a laptop, the name of the morning answer files and password for the MPT answers will be on the front page of the laptop instruction page that will be at your assigned seat.
- b. If you handwrite your response, you will be provided two answer books, one for each MPT question. If you need an additional answer booklet or pen, raise your hand for a proctor.

The Chief Proctor will post a sign indicating how much time is remaining (after each hour, when 30 minutes remain, and when 15 minutes remain) but there will not be a general announcement when half the time has passed. You must **remain in your seat** and refrain from talking during morning instruction, the last **30 minutes** of testing, and during the collection of all test materials.

If you finish early, sit quietly at your desk; no one is permitted to leave before time is called. Laptop testers may exit the MPT exam screen but must remain at the Exemplify launch page. The Chief Proctor will dismiss all examinees in an orderly manner after all materials have been collected and properly accounted.

### 2. DAY 1 – PM SESSION: MULTISTATE ESSAY EXAMINATION

The MEE is an examination consisting of six (6) 30-minute essay questions. You will have 3 hours to answer the MEE questions. Answers to MEE questions should apply generally accepted fundamental legal principles to issues raised in each question. For more information about the MEE, see “About NCBE Exams” at [www.ncbex.org](http://www.ncbex.org).

- a. If you are using a laptop, the name of the essay answer file and the password will be provided by the Chief Proctor during Instructions.
- b. If you are handwriting your answers, you will be provided 6 answer booklets, one for each of the MEE questions. Instructions for labeling the answer booklets will be provided by the Chief Proctor.

The Chief Proctor will post a sign indicating how much time is remaining (after each hour, when 30 minutes remain, and when 15 minutes remain) but there will not be a general announcement when half the time has passed. You must **remain in your seat** and refrain from talking during morning instruction, the last **30 minutes** of testing, and during the collection of all test materials.

If you finish early, sit quietly at your desk; no one is permitted to leave before time is called. Laptop testers may exit the MEE exam screen but must remain at the Exemplify launch page until directed to log out and close your laptop. The Chief Proctor will dismiss all examinees in an orderly manner after all materials have been collected and properly accounted. Leave your lanyard and ID badge at your seat for the following morning.

### 3. DAY 2 – MULTISTATE BAR EXAMINATION

The Multistate Bar Examination (MBE) consists of 200 multiple-choice questions, divided equally into two 3-hour testing sessions with a lunch break between sessions. For more information about the MBE, see “NCBE Exams” at [www.ncbex.org](http://www.ncbex.org).

- a. The MBE is machine-graded and must be taken with No. 2 pencils. Pencil sharpeners will be provided by the Board of Law Examiners. You must bring No. 2 pencils (up to 4) and may bring up to one pencil-top eraser.

- b. You must ***remain in your seat*** and refrain from talking during instructions at the start and end of each session, the last **30 minutes** of testing, and during the collection of all test materials; no one is permitted to leave until the Chief Proctor dismisses you. If you finish early, remain seated and refrain from talking.
- c. You will enter your answers on the Scantron answer grid with a Number 2 pencil.
- d. During the last 30 minutes of the afternoon session, proctors will place the Pledge Card at your exam table. Do not complete the card until instructed to do so by the Chief Proctor.
- e. When time is called, you must remain seated and refrain from talking until proctors and staff collect and account for all testing materials. All MBE materials must be counted and reconciled before examinees are dismissed.
- f. Complete the Pledge Card following the Chief Proctor instructions. Proctors will collect the cards while test materials are reconciled. ***Your exam scores will not be released if you do not turn in a signed Pledge Card.***
- g. Take your ID badge out of the badge holder and place it on your desk; a proctor will collect it.

You will be dismissed after all materials are reconciled. As you leave the testing area, please discard your lanyard in the trash cans (although you are welcome to keep it).<sup>9</sup>

**DAY 2: FOR LAPTOP TESTERS: THE DEADLINE FOR UPLOAD OF ESSAY ANSWERS IS 9:00 P.M. CT, WEDNESDAY, FEBRUARY 22, 2023.**  
**YOUR ANSWERS WILL NOT BE GRADED IF YOU FAIL TO UPLOAD BY THE DEADLINE.**

## F: FAILURE TO FOLLOW PROCEDURES

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

## G: POST-EXAM INTERVIEW

Applicants may be referred by the Board to appear for an in-person investigatory interview as part of the character and fitness investigation. A member of the District Committee in the interview district you designated on your application will contact you to **schedule the interview during the time between the exam and grade release.** You must update your email address and verify your selected interview county prior to signing and returning the Acknowledgment Form. You may **update your profile address and phone number in Synergy. Email the Board** at [BLE.administrator@tncourts.gov](mailto:BLE.administrator@tncourts.gov) for changes to your email address at any time. You may email the Board to change your interview county prior to Friday, February 17, 2023.

On rare occasions and only due to extenuating circumstances, the Board will approve a request to change your interview location after the exam, if the event an interview is to be conducted. Such a request to change the county of your interview county must be submitted in writing to [BLE.Administrator@tncourts.gov](mailto:BLE.Administrator@tncourts.gov) **no later than ten (10) days after the first day of the exam.** Such request must include a description of the extenuating circumstances that give rise to the request. Selection of the wrong county or the need to travel to the interview location does not constitute extenuating circumstances. If you are referred for interview, you will not be eligible

<sup>9</sup> For those testing over more than two days, place the lanyard on your desk each evening and do not remove the badge until the last day.

for admission until the interview is complete and the Board has approved your Character and Fitness.

## H: TENNESSEE LAW COURSE

The TLC is a 7 ½ hour online course on Tennessee Law that must be completed to be eligible for licensing and admission in Tennessee. Approximately 2 weeks after the bar examination, you will receive a registration application for the Tennessee Law Course (TLC) in your Synergy application menu. You may register for the TLC once the application is available. After you register, you will receive an email with a link to the TLC.

## I: GRADING AND GRADE RELEASE

Upon completion of the February 2023 bar examination in Tennessee, you will earn a Uniform Bar Examination (UBE) score that may be accepted for admission in other jurisdictions. For your score to be accepted for admission in Tennessee, you must score at least 270 out of 400. The score given for the two MPT answers is 20% of the total scaled score; the MEE answers are 30% and the MBE is 50%. Answers to the MPT and MEE questions are graded on, among other things, identification of issues, application of fundamental legal principals, organization of your answer, responsiveness to the call of the question, and cogency of the arguments put forth. Written components are separated into 6 levels with 1 the lowest and 6 the highest, and then scaled to the MBE to achieve a total scaled score. For more information on scaled scoring, please see this December 2014 article from [The Bar Examiner](#), a publication of the NCBE. The Tennessee Board of Law Examiners does not regrade MPT or MEE answers after grades are release, and does not release answers absent an order of the Supreme Court, as answers are a confidential record of the Board. **Your only recourse in the event of an unsuccessful examination is re-examination.**

GRADE RELEASE: February 2023 bar exam results are scheduled to be released on **Thursday, April 13, 2023, 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](http://www.tnble.org). We will deliver results of the Bar Exam as follows:

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

## J: 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 TNBLE. 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 TNBLE. The Board will not decide whether you meet the character and fitness standard of Tenn. Sup. Ct. R. 7, Sec. 6.01, until you have achieved a UBE score of at least 270. If the Board finds you meet the character and fitness standard and you have completed the requirements for eligibility, your application will be approved for licensing. Otherwise, you will receive a letter from the Board with instructions and/or a show cause order. The communication from the Board will include a response deadline. Show Cause documents must comply with the requirements of Article XIII of Rule 7.

## K: SHOW CAUSE HEARINGS

If you petition the Board for waiver where permitted to do so under Rule 7, or petition for relief from a Board decision, and the petition is set for hearing, or you are issued a Show Cause Order, you will have to appear in person before the Board. Hearings are held twice a year, in June and December, in Nashville.

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

Hearings are set on a morning or afternoon docket. There are up to 10 hearings set for each docket. Hearings before the BLE are under oath. The hearing is before at least three 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.

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

## L: ADDITIONAL LICENSING REQUIREMENTS

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

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

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

Once you have met all of the requirements to be eligible for licensing and admission, you must complete the following before you can practice law in Tennessee:

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

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

## M: 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 in your Synergy application)

## **Acknowledgment of Receipt of Tennessee February 2023 Examination General Instruction Manual – **SAMPLE****

### **VERIFICATION OF CONTACT INFORMATION**

I have verified that the information included in my Synergy profile ([synergy.tnble.com](http://synergy.tnble.com)) and the information, including the formatting, is correct. I understand that if I need to change my email address or interview county that I must email [ble.administrator@tncourts.gov](mailto:ble.administrator@tncourts.gov). Further, I understand that changes to the interview county have strict time limits and may not be granted.

### **PUBLIC HEALTH AND SAFETY PROTOCOL ACKNOWLEDGMENTS**

**By affixing my signature below, I acknowledge, understand, and agree to the following:**

- Face masks are not required, but I may choose to wear a mask in the testing. If I opt to wear a mask, I understand that I am not permitted to wear a gaiter, vented mask, or face shield in any secure area, building, or hall.
- I will stay home if I am sick or if I test positive for Covid-19 (see Paragraph A-2 of the Manual) and will notify the Board by email that I am withdrawing from the exam due to illness.
- I will not be permitted to enter the exam or will be told to leave if I have tested positive for Covid-19 or if I am exhibiting symptoms of Covid-19 and do not provide a negative Covid-19 test result.

### **OTHER ACKNOWLEDGMENTS**

**By affixing my signature below, I certify** that I have received the Tennessee February 2023 Examination General Instruction Manual and that I have read the complete Manual. My signature reflects my acknowledgment and acceptance of the following:

- I am responsible for having read all of the information contained in this Manual, 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 Security Policy, and the instructions provided in this Manual and given by the Proctor during the February 2023 Examination, my scores will be nullified and unavailable to transfer to another UBE jurisdiction, 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 understand that my answers are confidential records of the Board and that once the grades are released, my answers will not be reviewed, and my grade is final.

Name: Sample, Do Not Use this Sample Form

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

- I acknowledge that the Examination is composed 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.

## **SIGNATURE**

I swear or affirm that my typed name in the signature block or digital signature affixed to this document in combination with the login and password used to access my Synergy application to upload this form constitutes my signature with the same effect as if signed and notarized. **I declare under penalty of perjury pursuant to 28 U.S.C. Sec. 1746 that I have read the General Instruction Manual and that the statements and acknowledgments on this form are true and complete.**

Date: \_\_\_\_\_

Signature\* of Applicant: Do Not Sign this Sample Form

\* This is a fillable .pdf form. Please use Adobe or other E-Sign digital signature to sign the form or use the format defined in Tenn. Sup. Ct. R. 46, Sec. 1.01(i): “s/” followed by your typewritten name, for example: “s/Your Name.” Once complete, print the form to a .pdf format. Save the .pdf with your last name, first name, and “Acknowledgment:” (i.e., Jones-Pat-Acknowledgment.pdf).

**Upload your signed Acknowledgment Form to your Synergy application under related item, “Acknowledgment: TN Bar Exam General Instructions,” no later than 3:00 p.m., CT, Friday, January 20, 2023.**

**IF YOU DO NOT SEE THE FORM IN YOUR EMAIL, PLEASE CHECK YOUR LETTERS IN SYNERGY. THE FORM IS ATTACHED TO THE NOTICE OF GENERAL INSTRUCTION MANUAL.**

## Appendix I – Power Adapters

**IF YOU HAVE A POWER CORD/ADAPTER LIKE THIS:**



**TAKE OUT THIS SMALL REMOVABLE PIECE:**



**It will look like this:**

**AND REPLACE IT WITH AN EXTENSION LIKE THIS:**



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