



**District of Columbia Court of Appeals
Committee on Admissions
430 E Street, NW, Room 123
Washington, DC 20001
(202) 879-2710
www.dcappeals.gov**

**INSTRUCTIONS FOR COMPLETING THE
FEBRUARY 2017 UNIFORM BAR EXAMINATION
APPLICATION**

FILING DEADLINE: Thursday, December 15, 2016, by 5:00 p.m.
LATE *and* FINAL DEADLINE: Friday, December 30, 2016, by 5:00 p.m.

The February 2017 District of Columbia Uniform Bar Examination (UBE)

will be administered on:

Tuesday, February 21, 2017 - MPT & MEE (essays)

and

Wednesday, February 22, 2017 - MBE (multiple-choice)

In February 2017, the District of Columbia will administer the Uniform Bar Examination (UBE) bar exam. Under the UBE, examinees who take the UBE can earn a portable score that can be used to apply for admission in other UBE jurisdictions. In order to obtain a portable score applicants must take both components of the UBE exam in the same administration and in this jurisdiction on each of the scheduled days. **Note: Applicants may transfer prior eligible MBE or Essay scores from previous administrations pursuant to the court rules. Applicants transferring scores from a prior administration will not obtain a portable UBE scaled score.**

The typewritten application must be complete in every detail and accompanied by the required fees and supporting documents. Incomplete, handwritten, or double-sided applications ***will not*** be accepted for filing. Applications cannot be accepted after close of business on **Friday, December 30, 2016** - See D.C. App. Rule 46 (c)(2)(C).

If you mail the application, it must be received in the Office of Admissions at the address above on or before the fixed filing deadlines. The deadlines are fixed by court rule. A deficient application will be returned immediately. Receipt of exam applications will be acknowledged by mail in January. If you have not received your acknowledgment letter by February 1, 2017, please contact the office via email at coa@dcappeals.gov or telephone at (202) 879-2710.

ALL applicants must complete: (1) the District of Columbia Specific Forms; and (2) the electronic character and fitness application form supplied by the National

Conference of Bar Examiners (“NCBE”). All applicants must file the original of these forms with the Office of Admissions at the address listed above. No prior version(s) of the application form will be accepted for filing. **Again, hand-written applications will not be accepted.**

If you have previously filed an application with the Office of Admissions, and you completed that application using the NCBE's electronic application format, please follow the electronic application instructions for directions on how to transfer your data (e.g. residences, employment, education, etc.) to your current electronic application. Please be sure to carefully follow the NCBE's specific instructions in this regard.

MAILING ADDRESS (see page 1 of the NCBE Application Questionnaire): This is the address that the Office of Admissions will use for mailing the letter **acknowledging** receipt of your application, your **exam admission** letter, and your exam **results**. If you have a change of address after your application has been filed, you must notify the Office of Admissions directly by letter or e-mail at coa@dcapeals.gov.

EXAMINATION FEES: The fees must accompany your application and be in the form of **certified checks, cashier's checks, or money orders**. (DO NOT submit cash, personal checks, or business/firm checks, as they cannot be accepted. Doing so may result in your application being rejected.) Please be advised, your payment instruments must not have an expiration date of less than one (1) year, must be from an institution in the United States, and reflect U.S. monetary value.

SEPARATE CHECKS: Applicants must submit **separate certified checks, cashier's checks, or money orders** in the denominations specified below:

***\$100:** “Clerk, D.C. Court of Appeals” for filing the examination application.

\$50: “National Conference of Bar Examiners” for the MPT & MEE (essays).

\$64: “National Conference of Bar Examiners” for the MBE (multiple-choice).

****\$ -** -“National Conference of Bar Examiners” for the character report. (*see below*)

*****\$--** “Extegrity Exam4” for the laptop registration.

***If applicable:** Add an additional **\$200 certified check, cashier's check, or money order** payable to "Clerk, D.C. Court of Appeals" - for the late filing fee - see Rule 46(c)(2)(c). You may tender one (1) payment for \$300 (\$100 filing fee + \$200 late fee).

**** NCBE Character Report fee:** If you filed an application (D.C. Bar Exam Registration Questionnaire) to take the July 2016 examination in D.C. **AND** paid the background investigation fee (i.e., NCBE’s character report fee) with NCBE’s character and fitness application, you are not required to submit the background investigation fee *nor* are you required to complete NCBE’s character and fitness application with the February 2017 D.C. Bar Exam Registration Questionnaire.” All other applicants must remit payment for the NCBE to conduct the background

investigation/character report. Please refer to the fee schedule appearing on the NCBE's Request for Preparation of a Character Report form to determine the amount you will be required to submit. This form will appear after you have logged into the NCBE's online/electronic application. Questions about your eligibility for the NCBE's Character Reports must be directed to the NCBE at (608) 280-8550.

***** Laptop Testing:** Applicants interested in using a laptop for the essay portion of the bar exam should carefully read and review the following information. You must have completed all required documents and follow all registration instructions provided on the website at www.exam4.com. You must logon to www.exam4.com to register and pay the required fee as listed on the webpage. After logging on, use the tool bar on the left, select bar exam and select District of Columbia for the jurisdiction to begin the registration process. The fee (now and in the future) may vary depending on venue. The fee covers software licensing and additional administrative costs associated with the administration of Laptop Testing.

The fee is paid directly to Extegrity, via the Exam4 website. All payments will be made at time of registration by electronic payment. Please note: **The fee is neither non-refundable nor transferable.** You are paying Extegrity for a seat license for Exam4 software, and associated services. You will download the software from the Exam4 website. No software will be shipped.

Read the entire application packet before making any entries. In completing your application, care and attention to the following instructions may forego the possibilities of your application being returned for correction and you missing an applicable filing deadline. An application -- corrected and resubmitted -- is deemed filed as of the date it was submitted for processing by the Director of the Office of Admissions.

A deficient application will not be accepted at any time.

ALL APPLICANTS *must* provide the following items except where otherwise indicated.

I. BAR EXAM REGISTRATION QUESTIONNAIRE:

You must answer Questions labeled A through E and your completed questionnaire must be submitted along with your completed application form.

(A) **MPRE** - This jurisdiction requires that you attain a minimum scaled score of 75 on the Multistate Professional Responsibility Examination ("MPRE"). If you have taken the District of Columbia bar examination within the past 25 months and filed a copy of your MPRE Score Report with a prior application, you do not need to provide an additional copy with this new application. If, however, you have *not*: (1) filed a copy of your MPRE score with a prior application; (2) previously filed an application to take the D.C. Bar exam; or (3) taken the MPRE, you have one year's time from the date of this examination's results to have your MPRE Score transferred. You cannot be admitted without having provided proof of an eligible MPRE score. For instructions on how to

request a transfer of your MPRE score please see <http://www.ncbex.org/ncbe-exam-score-services/mpre-score-services/>

(B) ESSAY SCALED SCORE RELEASE FORM - Execute this form only if you meet the requirements of Rule 46 (c)(8)(C)(i) & 46 (c)(8)(C)(ii). Keep in mind that you must attain an MBE scaled score of at least 133 in order to be deemed successful in this examination.

(C) LAPTOP TESTING/TYPEWRITER - Rule 46 (c)(8)(E) provides that you must supply your own *computer or typewriter*. Rule 46 DOES NOT currently permit the use of other electronic devices.

(D) MBE SCALED SCORE TRANSFER - Execute the bottom portion of the page titled “MBE Transfer Applicants Only” if you meet the requirements of Rule 46 (c)(8)(B)(i)& 46 (c)(8)(B)(ii). If your MBE score has previously been transferred to, or attained in, this jurisdiction, and within the last 25 months you have: (1) taken the D.C. bar exam or; (2) filed an application to take the D.C. bar exam but did not sit (i.e., withdrew), you do not need to have your score transferred again. **Please note: Any score earned in a prior administration may not be used to earn a UBE score that can be transferred to seek admission in another U.S. jurisdiction.**

(E) TESTING ACCOMMODATIONS – The District of Columbia Court of Appeals Committee on Admissions (Committee) is committed to providing reasonable and appropriate accommodations to examinees with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The Committee will make reasonable modifications to policies, practices, and procedures that might otherwise prevent individuals with disabilities from taking the District of Columbia Bar Examination (bar exam) in an accessible place or manner, provided such modifications do not result in a fundamental alteration to the examination, impose an undue burden, or jeopardize examination security.

You must request test accommodations if you have a disability that necessitates any deviation from the standard test administration policies or schedule. Review the District of Columbia Bar Examination [Test Day Policies](#) for a list of what to bring and what not to bring to the test center and a description of other test administration policies. You do not need to request accommodations to bring allowed items, provided that your use of such items will not require any deviation from the standard test schedule or other policies.

Deadlines

The Committee must RECEIVE your request for accommodations, including all supporting documentation, by the late registration deadline. The late registration deadline also applies to any request for reconsideration of the Committee’s decision. **This is a ‘received by’ deadline and NOT a postmark deadline;** delivery to the post office or to a courier service by the deadline does not constitute receipt by the Committee. Likewise, unsuccessful electronic transmission does not constitute receipt. **There are NO exceptions to the**

deadline.

We encourage applicants to register and request accommodations early in the registration period to facilitate a timely notification of our decision. Applicants whose requests are received fewer than 15 business days before the deadline run the risk of not having time to request reconsideration of the Committee's decision. The Committee **will not review any requests, forms, or documentation, including those for reconsideration, received after the deadline.**

Test Day Policies

How To Apply

II. LEGAL EDUCATION AND LAW DEGREE

A. For a graduate of an ABA-approved Law School pursuant to Rule 46 (c)(3):

An applicant certified by the Dean as having successfully completed all requirements and eligible for graduation by the application late filing deadline (see Rule 46 (c)(3), the Certificate A, or the modified Certificate A, is to be executed by the Dean or Registrar, affixed with school seal, and filed with your application. This form is absolutely essential to determine your eligibility to sit for the examination. The application must contain the **original** Certificate A, or the application will not be accepted for filing. Your transcript is not required. If the degree is conferred after the filing deadlines, the applicant must obtain another Certificate A confirming the award date of the degree to be filed prior to the examination. If you have taken the District of Columbia bar examination in the past year, you do not need to file another Certificate A with this application; however, you should provide an explanatory statement.

B. For a graduate of a non-ABA-approved Law School pursuant to Rule 46 (c)(4):

PLEASE READ CAREFULLY: You must file with your application:

(1) An executed Certificate A from the non-ABA-approved law school which awarded your law degree. [NOTE: It is permissible for the non-ABA-approved law school to amend the Certificate A form to accurately reflect its non-ABA status.];

(2) An executed Certificate A from the ABA-approved law school(s) in which you successfully completed your required 26 semester hours of study in the tested subjects; and

(3) An **OFFICIAL TRANSCRIPT**, from the ABA-approved law school(s), containing the course titles, semester/credit hour values, grades, and a **copy of the law school's course description for each such course**. Items numbered (1), (2) and (3) **MUST** accompany your application at the time it is filed in the Office of Admissions, as they are absolutely essential in determining your

eligibility to sit for the examination.

An application will not be accepted nor deemed filed if any one of these items is missing. If your eligibility to sit for the District of Columbia bar examination has already been determined and you have taken the DC bar exam within the last 25 months, you do not need to file another Certificate A or transcript(s) with this new application. If your eligibility has not been previously determined, you are strongly encouraged to file your application well in advance of the fixed filing deadlines.

C. UBE Required Courses – Only courses substantially concentrated on the following subjects will be considered for credit and eligibility:

1. Business Associations (Agency and Partnership; Corporations and Limited Liability Companies),
2. Civil Procedure,
3. Conflict of Laws,
4. Constitutional Law,
5. Contracts (including Article 2 [Sales] of the Uniform Commercial Code),
6. Criminal Law and Procedure,
7. Evidence,
8. Family Law,
9. Real Property,
10. Torts,
11. Trusts and Estates (Decedents' Estates; Trusts and Future Interests),
12. Article 9 (Secured Transactions) of the Uniform Commercial Code.

Other courses will not be counted for purposes of satisfying the 26 credit hour requirement.

III. PRIOR APPLICATIONS FOR ADMISSION - Question 6: Include with your application an original, current Certificate of Good Standing no more than sixty (60) days old, from the highest state court of each jurisdiction of which you are a member.

IV. APPLICATION FORMS and NCBE QUESTIONNAIRE - Each applicant must file with the Office of Admissions, the original of these forms. Also, the application must be typewritten. Where a YES or NO answer is required, you may check the appropriate box by hand and in ink. **Answer all the questions to the best of your ability and comply with the instructions contained in the application.** If not applicable, indicate N/A. **Applicant must comply with specific requirements for each question.**

V. ATTESTATION PAGE & AUTHORIZATION AND RELEASE FORMS:

Sign where indicated and have all forms **NOTARIZED with a current date within five (5) days** of the date on which you submit or resubmit the application. You must submit 3 original and notarized Authorization and Release Forms. After you submit the NCBE application online, please print your application to see these forms.

Before you file your application with the Director of the Committee on Admissions, review your responses to ensure that you have answered all questions and have included the required and applicable documentation, notarized pages, and the fees. Your examination admission letter will be sent via first-class mail approximately ten days before the examination to the mailing address you have provided. If you have a change of address after your application has been filed, you must notify the Committee on Admissions directly by letter or e-mail.

Please note: All applicants **must** provide a U.S. address for the mailing address in Part 1 of the application. Failure to do so may result in your not receiving notification of the bar examination and/or the results thereof. If you have a change in employment or other circumstances, you are under a continuing obligation to notify the Office of Admissions in writing. Your correspondence should include your five-digit examination identification number.

USEFUL INFORMATION ABOUT THE EXAMINATION:

Information booklets for each test component are available at www.ncbex.org. There are two three-hour sessions on Tuesday for the written component of the examination. The two Multistate Performance Tests (MPT) should be completed within 90 minutes each. The six Multistate Essay Examination questions (MEE) should be completed within 30 minutes each. The multiple-choice MBE is administered on Wednesday in two three-hour sessions. The total raw score on the written component and the raw score on the MBE are weighted and scaled by the National Conference of Bar Examiners in accordance with UBE policies and are added together to yield a combined UBE scaled score. An applicant who takes both the written (MEE and MPT) portion and the MBE portion of the bar examination is required to achieve a combined scaled score of 266 (written component scaled score + MBE scaled score) to pass the examination and obtain a UBE portable scaled score. An applicant who has achieved a scaled score of 133 or more on a prior DC written component or MBE examination and whose score transfer has been accepted by the Committee is required to achieve a scaled score of at least 133 on the portion of the examination being taken to pass the examination. **Applicants transferring scores from a prior administration will not obtain a UBE scaled score.** See Rule 46 (c)(8)(D).

PLEASE NOTE: An applicant who does not appear for the morning session of either the essays (Tues) or MBE (Wed) will NOT be allowed to participate in that afternoon's session.

EXAMINATION DAY - Except where otherwise noted, there is no dress code. Plan to

report by 7:45 AM; departure is expected by approximately 5:30 PM. You must bring a valid photo-ID to be admitted into the examination room; e.g., current valid driver's license, employment identification card, or passport.

- **Items allowed in the examination rooms:**

Each examinee may bring a sealed clear plastic bag, maximum size one gallon (3.79 liters), into the examination room. It must remain stored under your chair and may only be accessed with permission by and in the presence of a proctor or the Committee's staff. **The sealed bag may contain only the following items: your admission ticket; valid ID; wallet; keys; car key fob (provided it does not feature a data port); hygiene/medical products; tissues; blue or black ink pens on Tuesday; and No. 2 lead pencils on Wednesday (mechanical pencils are NOT permitted).**

- **Items prohibited from the examination rooms:**

The following items will not be permitted inside the examination rooms: cell phones, smart phones, text messaging devices, personal digital assistants, or any other electronic device, earplugs, earphones or headsets, watches of any kind, books, notes, briefcases, purses, backpacks, luggage, packages, alarm clocks, highlighters, correction fluid/tape, sticky tabs, hats and/or hoods (except religious apparel), sweaters or jackets with pockets, food or beverages (unless pre-authorized for medical reasons), or such other items deemed by testing personnel as non-essential. If you do bring any prohibited items, you must leave them in your vehicle or in the hallway, an unsecured area, outside of the examination room. The Committee on Admissions and its agents are not responsible for damage to, or theft of, your belongings.

Once seated in the examination room, you should not leave the room. Smoking is not permitted at any time during the testing sessions. If an emergency arises during the test, notify the proctors immediately.

Examinees are not allowed to use cell phones or any other electronic devices in the testing room or during the testing sessions. Using such items while in the testing room or during a testing session is strictly prohibited. If the Committee's staff or proctors observe you using or attempting to use any prohibited item during the testing sessions or if a prohibited item is brought into the testing room and makes any noise, the item(s) will be immediately confiscated for a period of time to be determined by the Committee. If you have a cell phone in your belongs in the holding room, please be sure your phone is powered off so it does not go off during the testing sessions causing a disruption to others.



NCBE Paid: \$90 \$200
 \$315 \$350 \$450 \$825
 N/A Paid: ___/___ exam.

LS _____ Future: Cert A Transcript
 26 sh: FN _____ US _____
 Status: F R (times) _____ MPRE _____
 EO MO BOTH TA-DOCS

 DO NOT write above this line. For Office use ONLY.

UBE BAR EXAM REGISTRATION QUESTIONNAIRE: February-2017

Name: First Middle Last (type or print clearly)

*Have you previously filed an application for the D.C. bar examination?

Signature _____

| Yes
 | No

| M/Yr of most
 | recent exam

Date

A. Have you attained a scaled score of 75 or more on the Multistate Professional Responsibility Exam?

YES. Attached is a copy of my MPRE score, or I will provide it at a later date

NO. I plan to sit for the MPRE.

B. Do you plan to take the written examination on Tuesday?

YES. Attached is the \$50 fee, payable to "National Conference of Bar Examiners," for the MEE & MPT. **Certified check, cashier=s check or money order ONLY.**

NO. Attached is my ESSAY SCALED SCORE RELEASE FORM.

C. Do you plan to use a laptop for the essay examination?

[See item "(C)" on page 3 of these instructions.]

YES **NO**

D. Do you plan to take the Multistate Bar Examination on Wednesday?

YES. Attached is the \$64 fee, payable to "National Conference of Bar Examiners," for the MBE. **Certified check, cashier=s check or money order ONLY.**

NO. Attached is my MBE TRANSFER page.

E. Are you filing a request for testing accommodations for taking the bar examination?

YES or **NO**

If YES to item E, attach the Testing Accommodations Eligibility Questionnaire and all relevant documentation necessary for the Committee's evaluation of your situation. Carefully follow the instructions accompanying this application.

NOTE: YOU MUST SIT TWO CONSECUTIVE DAYS IN THIS JURISDICTION TO RECEIVE A PORTABLE UNIFORM BAR EXAMINATION SCORE.

THIS EXECUTED PAGE MUST BE SUBMITTED WITH YOUR APPLICATION

**DISTRICT OF COLUMBIA COURT OF APPEALS
COMMITTEE ON ADMISSIONS**

Application of

for the District of Columbia Bar Examination

CERTIFICATE A

I, , of which
Registrar/Dean *Law School*

was approved by the American Bar Association on , certify
Date

that the above-named student entered this school as a student of law on
 and continued as a student until , having
Date *Date*

successfully completed semester or term hours of study.

During this period, the student took the courses prescribed for the
degree of and on , having met the scholarship
Date

requirements, was awarded the degree. The student's record DOES or
 DOES NOT reflect any Honor Code violations or disciplinary matters; if it
does reflect a matter which should be brought to the attention of the
Committee on Admissions, please explain fully.

Today's Date

*Registrar/Dean's Signature
(in blue ink)*

Seal:

Note: To assist a law student's meeting the application filing deadline, the Dean may MODIFY this form to reflect that the student has successfully completed/is expected to successfully complete all requirements for graduation and is/will be eligible for graduation (by the application late filing deadline) to be awarded the degree on the scheduled date.

**THIS ORIGINAL, SIGNED FORM MUST ACCOMPANY THE APPLICATION
PHOTOCOPIED/FAXED COPIES OF THE SIGNED FORM WILL NOT BE ACCEPTED**



**DISTRICT OF COLUMBIA COURT OF APPEALS
COMMITTEE ON ADMISSIONS**

ESSAY SCALED SCORE RELEASE FORM

I, , hereby authorize the Committee on
(Name as it appears on application)

Admissions of the District of Columbia Court of Appeals to substitute the essay scaled
score I attained in the District of Columbia Bar Examination administered in
(m/yy)
in lieu of sitting for the essay section of this examination.

Today's Date

Signature of Applicant

(FOR OFFICE USE ONLY)

CERTIFICATION OF SCORE

The above-named applicant, No. , attained an essay scaled score of
in the D.C. bar examination administered in .

Today's Date

Signature of Certifying Official



MBE TRANSFER APPLICANTS *ONLY*

See D.C. App. Rule 46 (c)(8)(B)

You must submit a request for transfer directly to the jurisdiction wherein you sat for the MBE you wish to transfer or, where applicable, to the National Conference of Bar Examiners (NCBE). *If* your score has previously been transferred to, or attained in, this jurisdiction you do not need to have your score transferred again provided that within the last 25 months you have: (1) taken the D.C. bar exam or; (2) filed an application to take the D.C. bar exam but subsequently withdrew.

NCBE is authorized to perform MBE score services for only *some* jurisdictions. Before submitting a transfer request, carefully review all of the information on the NCBE MBE Score Services page at www.ncbex.org/multistate-tests/mbe/mbe-score-services/ to ensure jurisdiction authorization for the service you are requesting. Since rules and policies of jurisdictions change, you are strongly advised to consult the jurisdiction directly for the most accurate and current information. Contact information for **ALL** jurisdictions can be found on the NCBE Bar Admission Services page at www.ncbex.org/bar-admissions/. In all instances, the MBE score report/letter/verification etc. must arrive to the Committee's office directly from the testing jurisdiction or NCBE as the case may be. The Committee's address is: Office of Admissions, MBE Score Transfer, 430 E Street NW, Room 123, Washington, D.C. 20001.

PLEASE NOTE:

- < An MBE score will not be accepted if submitted from an applicant.
- < Applicant must include official receipt for payment of request.
- < An applicant whose MBE score has not been received in advance of the first day of the exam administration will not be permitted to sit for the exam.
- < A minimum scaled score of 133 on the MBE is required.
- < An MBE score is valid for 25 months from the date of the exam on which it was taken.

Complete the following and include this page with your completed application materials.

I hereby certify that (please check one box):

- I have requested my (m/yy) MBE score to be transferred from my testing jurisdiction, or the NCBE, directly to the Committee on Admissions on _____ (date) ; *or*
- My (m/yy) MBE score has previously been transferred to the Committee on Admissions and I have filed an application to take the D.C. Bar exam within the last 25 months; *or*
- I attained an eligible scaled score on the (m/yy) MBE taken as part of the D.C. bar exam and that I have filed an application to take the D.C. Bar exam within the last 25 months.

Full Name (type or print clearly)

Signature

Date



District of Columbia Court of Appeals
Committee on Admissions
430 E Street N.W. Room 123
Washington, D.C., 20001

Request for District of Columbia Bar Examination
Testing Accommodations

Phone: (202) 879-2710316
Email: coa@dcapeals.gov

DISTRICT OF COLUMBIA BAR EXAMINATION TEST DAY POLICIES

The reporting time is usually 8:30 a.m., but examinees are advised to check the specific reporting time listed on their Admission Letter. All examinees must report to the test center by the reporting time indicated on their Admission Letter. **Late arrivals will not be admitted.** The actual starting time of the test may vary at different test centers depending on the size of the center and the number of examinees. Examinees must follow these policies and procedures and all test supervisor instructions at all times.

Admission and Identification - Government-Issued Photo ID

Each examinee must present a valid government-issued ID that is current and contains a recent recognizable photo and the examinee's first and last name and date of birth. **The following are NOT acceptable forms of ID for admission to the test center: Social Security card, Social Insurance card, birth certificate, credit card (including those with photo), ID expired for more than 90 days, photocopied ID, employee ID (including government employees), or student ID.**

The first and last name on the examinee's ID must match exactly the first and last name on his or her MPRE Admission Ticket or the examinee will be denied admission. Any changes to biographic information (name, date of birth, Social Security number) must be made by the examinee and **MUST** be submitted no later than 48 hours prior to the test.

If you do not present a valid government-issued ID, you will be denied admission to the testing room and will forfeit your test registration fee.

What to Bring and What Not to Bring

Allowed Items:

Each examinee may bring a sealed clear plastic bag, maximum size one gallon (3.79 liters). It must be stored under the examinee's chair and may be accessed only with permission by and in the presence of a proctor. The sealed bag may contain only the following items: valid ID; wallet; keys; car key fob (without a data port); hygiene products; non-mechanical pencils, eraser, and pencil sharpener; tissues; unwrapped cough drops or hard candy; medication; and glucose tablets or gel.

In addition, medical aids that are necessary to ambulate (cane, crutches, walker, wheelchair, service animal,

prosthetic limb, cast, brace, or sling), are necessary to communicate (hearing aid, voice amplifier), or are required for medical or health reasons (heart monitor, Epinephrine auto-injector, insulin pump, glucose monitor, blood sugar testing kit, TENS unit) are allowed but may be inspected by test center supervisors.

Prohibited Items

Examinees are not allowed to bring any items to the test center, other than those items specifically allowed (see above). The following are examples of prohibited items:

- Any electronic device, including but not limited to
 - cell or mobile phones
 - fitness trackers
 - watches or timers
 - media players
 - headphones
 - language translators
 - picture-taking devices
- Other prohibited items, including but not limited to
 - written materials (including books and notes), scratch paper, or paper of any kind
 - mechanical pencils, mechanical erasers, pens, or highlighters
 - rulers
 - briefcases, handbags, or backpacks of any kind
 - watches or timers of any kind
 - firearms or weapons
 - earplugs, earmuffs, or headphones of any kind
 - sweaters or jackets with pockets
 - hats and/or hoods (except religious apparel) may not be worn on the head
 - food or beverages (unless pre-authorized for medical reasons)

Admissions Office staff will not hold or store items for examinees. Neither the Admissions Office staff nor the testing center are responsible for lost or stolen items.

Electronic Devices No-Tolerance Policy

NCBE has a **strict no-tolerance policy** regarding examinees in possession of electronic devices. Any examinee in possession of a prohibited electronic device, regardless of whether or not it is turned on, **will be dismissed** and the examinee's **score will be invalidated**.

Notice to Examinees: Prohibited Behaviors

NCBE holds the copyright to the MBE, MEE, MPT, and to its content, and exam content may be considered for reuse in future exams or in copyrighted educational materials. Both disclosure of exam content and cheating on a test are prohibited, as such practices undermine the integrity and fairness of the examination process.

The following conduct is prohibited and may result in immediate dismissal from the test center and/or cancellation of the examinee's score:

- bringing unauthorized electronic devices (whether turned on or off) or other prohibited items to the test center
- taking test materials, unauthorized electronic devices, or other prohibited items out of the testing room during any scheduled or unscheduled break or at the conclusion of the testing period
- causing a disruption or disturbance
- copying answers from another examinee or sharing answers with another examinee
- continuing to work after a supervisor has instructed examinees to stop writing

Examinees may not retain any test materials. All test materials must be returned intact to the test supervisor after testing. The following conduct is prohibited at all times, including after the examination:

- sharing the substance or details of any test question, including the question's fact pattern, option choices, or answer, in whole or in part, with anyone via electronic (including email, blogs, and online social and professional networking sites), telephonic, written, oral, or other means
- reproducing, paraphrasing, summarizing, or describing to any other person any test content from memory
- forwarding, re-posting, hosting, or otherwise advancing, on the Internet or via other means, the distribution of exam content that others have disclosed



District of Columbia Court of Appeals
 Committee on Admissions
 430 E Street N.W. Room 123
 Washington, D.C., 20001

**Request for District of Columbia Bar Examination
 Testing Accommodations**

Phone: (202) 879-2710316
 Email: coa@dcappeals.gov

How to Apply for Test Accommodations

Before You Apply - You must register for the District of Columbia Bar Examination (bar exam) before you can request test accommodations.

Prepare Your Request - To ensure that you submit a complete request for accommodations, include five components:

1. Applicant Request Form

2. Personal Narrative (Optional)

You may submit a personal narrative to provide any additional information you wish the Committee on Admissions to consider about your disability, history, and need for accommodations.

3. Medical Documentation

Provide current and relevant medical documentation from a qualified professional establishing the nature and existence of your disability, your current functional limitations, and your need for the specific accommodation(s) requested.

4. Proof of Past Accommodations

Please provide proof of all testing agencies and educational institutions that have granted you accommodations in the form of a copy of a letter or other document (on official letterhead) that you received from the testing agency or school listing the accommodations granted and the test date or academic year.

5. Standardized Test Score Reports

If you are requesting extended testing time for the MPRE, provide score reports for all standardized tests (e.g., LSAT, SAT, ACT, GRE) previously taken, with or without accommodations. Photocopies or online versions of score reports are acceptable for this purpose. The following contact information is provided to assist you in requesting score reports:

Organization	Phone Number	Website Link
LSAT – The Law School Admission Council	215-968-1001	LSAT Website
SAT – The College Board	866-756-7346	SAT Website
ACT – American College Testing	319-337-1313	ACT Website
GRE/Praxis – Educational Testing Service	609-921-9000	ETS Website
GMAT – Graduate Management Admission Council	800-717-4628	GMAC Website
MCAT – Association of American Medical Colleges	202-828-0690	MCAT Website

Complete, print, and sign the [Applicant Request Form](#). You must complete and sign this form every time you register to take the D.C. Bar exam and wish to request accommodations, regardless of whether a previous request was approved or denied.

Submit Your Request to the Office of Admissions

Send all forms and documentation together in one submission by mail (Email is not a secure method of transmission. The Office of Admissions must RECEIVE your request for accommodations, including all supporting documentation, by the late registration deadline. This is a “received by” deadline and NOT a postmark deadline; delivery to the post office or a courier service by the deadline does not constitute receipt by Office of Admissions.

There are NO exceptions to the deadline. The Committee will not review or consider any requests or documentation received after the deadline.



District of Columbia Court of Appeals
 Committee on Admissions
 430 E Street N.W. Room 123
 Washington, D.C., 20001

Request for District of Columbia Bar Examination
Testing Accommodations

Phone: (202) 879-2710
 Email: coa@dcapeals.gov

APPLICANT REQUEST FORM

GENERAL INFORMATION:

1. Bar Examination Test Date: _____ (month/year)
2. Full Name (first/middle/last): _____
3. NCBE Number: N _____
4. Date of Birth: _____
5. Daytime Telephone: _____
6. Email: _____
7. Mailing Address:
 City: _____
 State: _____
 Zip: _____
 Country: _____

District of Columbia Bar Exam History:

1. Have you previously taken the District of Columbia Bar Exam?

Yes No

If yes, list all test dates (month/year). _____

2. Have you previously requested test accommodations for the District of Columbia Bar Exam?

Yes No

If yes, list all test dates (month/year) for which you requested accommodations and state whether your request was granted.

INFORMATION ABOUT YOUR DISABILITY

1. Mark an "X" beside your disability or disabilities and list the specific diagnosis:

_____ ADHD:

_____ Learning disorder:

_____ Psychological:

- 25% extended testing time (extra 30 minutes)
- 50% extended testing time (extra 60 minutes)
- 100% extended testing time (extra 120 minutes)
- Other amount (specify other amount):

2. SUPERVISED BREAKS (NOT COUNTED IN TESTING TIME):

Breaks (describe duration and frequency):

3. TEST FORMAT/ACCESSIBILITY:

- Large-print test book and answer sheet (select font size: 18-point font; or 24-point font)
- Braille Audio CD
- Auxiliary aid (describe auxiliary aid):
- Reader provided by NCBE
- Non-Scantron answer sheet
- Scribe provided by NCBE to complete answer sheet
- Wheelchair accessible table (specify height):

4. OTHER ACCOMMODATION NOT LISTED ABOVE (DESCRIBE):

YOUR ACCOMMODATIONS HISTORY

For questions 1 through 5 below, please follow these instructions: If you were granted accommodations, check “Granted” and briefly describe the accommodations provided. (Note: You must provide verifying documentation of all accommodations.) If you did not request accommodations, check “Not Requested” and explain why you did not request accommodations. If you were denied accommodations, check “Denied” and list the reason(s) given by the entity for the denial. If you did not attend the type of school listed or did not take the exam listed, check “N/A.”

1. Were you granted accommodations for the bar examination?

- Granted
- Not Requested
- Denied
- N/A

Explanation:

2. Were you granted accommodations in law school?

- Granted
- Not Requested
- Denied
- N/A

Explanation:

3. Were you granted accommodations in college (undergraduate or graduate studies)?

- Granted
- Not Requested
- Denied

N/A

Explanation:

4. Were you granted accommodations or disabled-student services in elementary or secondary school, including but not limited to accommodations or services provided under an Individualized Education Plan (IEP) or a 504 Plan?

Granted

Not

Requested

Denied

N/A

Explanation:

5. Were you granted accommodations for any of the following standardized tests:

LSAT:

Granted

Not Requested

Denied

N/A

MCAT:

Granted

Not Requested

Denied

N/A

GRE:

Granted

Not Requested

Denied

N/A

GMAT:

Granted

Not Requested

Denied

N/A

SAT:

Granted

Not Requested

Denied

N/A

ACT:

Granted

Not Requested

Denied

N/A

Explanation:

6. Do you have any accommodation requests pending with other entities (e.g., the bar exam)?

Yes

_____ No

If yes, list each entity, the accommodations you requested, and the date that you submitted your request.

ACADEMIC HISTORY

1. List your postsecondary educational history, including all colleges, universities, law schools, and other graduate or professional schools you have attended. State the dates of attendance and degree(s) earned.

OPTIONAL PERSONAL STATEMENT

If there is anything else you would like the Committee to know about your disability and need for accommodations, you may attach a personal narrative. Include your name and NCBE number on every page.

CERTIFICATION AND AUTHORIZATION

The information I have provided in support of my request for test accommodations is true and complete. I understand that if the Committee determines that I, or a third party on my behalf, submitted as part of this request any information or documentation that is false, inaccurate, or intentionally misleading, the Committee reserves the right to cancel my bar exam score. I authorize the Committee to contact all educational institutions and/or testing agencies that have provided me with test accommodations and/or are considering a pending application for test accommodations to clarify the accommodation(s) that have been or will be granted or denied.

I understand that both my request for test accommodations and all supporting documentation may be submitted for evaluation to one or more qualified professionals retained by the Committee, and I authorize such disclosure. I understand that all necessary documentation and information must be received by the Office of Admissions by the deadline in order for my request for test accommodations to be considered.

Signature: _____

Date signed: _____

If you are unable to sign this form, please have someone sign and date it in your presence:

Individual's signature:



District of Columbia Court of Appeals
Committee on Admissions
430 E Street N.W. Room 123
Washington, D.C., 20001

**Request for District of Columbia Bar Examination
Testing Accommodations**

Phone: (202) 879-2710
Email: coa@dcapeals.gov

Guidelines for Medical Documentation of ADHD

I. Introduction

The Committee on Admissions (Committee) is committed to providing reasonable and appropriate accommodations to examinees with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The ADAAA and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities.

To support a request for test accommodations, applicants must submit a current diagnostic report prepared by a qualified professional that is on letterhead, typed in English, dated, and signed. The report must establish the nature and existence of the applicant's disability, establish his or her current functional limitations, and provide a rationale for each accommodation requested. The current functional limitations caused by the impairment must be relevant to taking the bar exam, and the requested accommodations must be necessary to ameliorate the current limitations.

A summary checklist is provided at the end of these guidelines for quick reference.

The term ADHD is used herein to refer to all presentations of the disorder (combined type, predominantly inattentive type, predominantly hyperactive/impulsive type).

II. Description of the District of Columbia Bar Examination Administered Under Standard Conditions

The D.C. Bar Exam is a two-day, twelve-hour hour timed examination that consists of three different types of tests. The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), and the Multistate Bar Examination (MBE). The MBE is administered in paper -and-pencil format in a proctored setting. Most examinees complete the examination in the allotted time. The test consists of 200 multiple - choice questions. Examinees record their answers by darkening circles on a Scantron answer sheet using a number 2 pencil.

The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) are administered in either paper and pencil format, or via laptop computer supplied by the applicant. The MEE consists of six essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer. The MPT consists of two essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer.

Examinees are assigned seats in a quiet environment. Examinees may bring medication, glucose tablets or gel, or medical aids that are necessary to ambulate (cane, crutches, walker, wheelchair, service animal, prosthetic limb, cast, brace, or sling), are necessary to communicate (hearing aid, voice amplifier), or are required for medical or health reasons (heart monitor, insulin pump, glucose monitor, blood sugar testing kit, Epinephrine auto-injector, TENS unit), provided that use of such items will not necessitate any deviation from the standard test policies or schedule.

The Essential Components

I. A Qualified Professional Must Conduct the Evaluation

Professionals conducting assessments, rendering diagnoses of ADHD, and making recommendations for appropriate accommodations must be qualified to do so. Comprehensive training and relevant experience in differential diagnosis of ADHD and other psychiatric disorders are essential. If multiple diagnoses are given, the professional must be qualified to make all diagnoses. Please be aware that we will not grant accommodations based on medical evaluations conducted by family members because of the inherent conflict of interest associated with such an arrangement.

II. Substantiate the Diagnosis and Current Functional Limitations

Objective evidence of a substantial limitation in a major life activity related to taking the bar exam must be provided. The documentation must validate the need for accommodations based upon the applicant's current level of functioning.

A. A Diagnostic Interview

The report should include a summary of the information obtained from the diagnostic interview to substantiate the applicant's ADHD diagnosis and current functional limitations. In addition to the applicant's self-report, the information should include objective historical and current evidence from third-party sources such as rating scales filled out by parents, teachers, or others; job performance evaluations; third-party interviews; historical information garnered from transcripts, teacher comments, tutoring evaluations, and report cards; and IEPs or 504 Plans, if any. The diagnostic interview, with information from a variety of sources, should include, but not necessarily be limited to:

- history of presenting ADHD symptoms, including evidence of non-remitting symptoms that have interfered with functioning over time and evidence of symptom presentation prior to age 12;
- developmental history;
- family history for the presence of ADHD and other educational, learning, physical, or psychological difficulties;
- thorough academic history, including elementary, secondary, and postsecondary education, as well as performance on standardized tests such as the SAT, ACT, and LSAT, IEPs, 504 Plans, report cards, and accommodations previously utilized, if any;
- relevant medical history, including the absence of a medical basis for the symptoms, effects of medication (positive or negative), and whether prescribed medication had been taken at the time of the evaluation;
- relevant psychosocial history and interventions;
- relevant employment history;
- review of any prior neuropsychological or psychoeducational test reports;
- current symptoms that have been present for at least the past six months to a degree that is inconsistent with developmental level and that negatively impacts directly on social and academic/occupational activities.

B. Specification of DSM Criteria

The report must include a review of the diagnostic criteria for ADHD from the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) both currently and retrospectively. The report must demonstrate a persistent pattern of clinically significant symptoms that interfere with functioning. It should identify which symptoms have persisted for at least six months and specify which symptoms were present prior to age 12 years. There must be clear evidence that the symptoms interfere with, or reduce the quality of, social, academic, or occupational functioning, and several symptoms must be present in two or more settings. The report should specify if symptoms are in partial remission, and should also specify the current severity of symptoms (mild, moderate, or severe).

C. Neuropsychological Assessment May Be Helpful

A neuropsychological or psychoeducational assessment may be helpful to identify functional limitations and provide a rationale for the requested accommodations. Test scores or subtest scores from assessment measures alone do not establish the presence or absence of ADHD.

However, they can serve to supplement the diagnostic profile and help determine the degree to which the ADHD currently impacts the applicant relative to taking standardized tests like the bar examination. The report must demonstrate the current impact of ADHD on the applicant's major life activities that affect his or her ability to take the bar examination under standard conditions. The choice of the psychometric assessment battery should be guided by the overall objective(s) of the evaluation, the individual circumstances of the applicant, sound clinical judgment, and prevailing professional practices. The assessment might include testing of aptitude, achievement, processing speed, fluency, executive functioning, language, memory, attention, etc. Given the circumscribed nature of the MPRE, the test battery might specifically include current levels of academic functioning in reading (decoding and comprehension) and processing measures that relate to the processing of words and sentences presented visually. (Age-based standard scores must be provided, not just raw scores or percentiles.)

D. Include a Specific Diagnosis

The report must include a specific diagnosis of ADHD (including the subtype or presentation) based on the DSM diagnostic criteria (DSM-IV-TR or DSM-5).

Note: the DSM-5 diagnosis of 314.01 Unspecified ADHD may not support a request for accommodations, as sufficient information must be provided to establish the presence of a mental impairment that substantially limits the applicant in a major life activity to qualify under the ADAAA. The qualified professional should provide a rationale and supportive data to substantiate the diagnosis. It is not sufficient for a current evaluation report to simply refer to a prior diagnosis as confirmatory evidence of ADHD. The current assessment needs to reconfirm the diagnosis with supportive clinical data. Furthermore, a positive response to medication by itself does not constitute a diagnosis; nor does the use of medication in and of itself either support or negate the need for accommodation.

E. Rule Out Alternative Diagnoses or Explanations

Given the high rate of co-morbidity, the report should investigate and discuss the possibility of dual diagnoses and alternative or coexisting mood, behavioral, neurological, or personality disorders, etc., and/or other health issues that may confound the diagnosis of ADHD (e.g., substance abuse, sleep management, etc.). This process should explore not only possible alternative diagnoses, but also educational and cultural factors impacting the applicant that can mimic ADHD.

F. Interpret and Discuss Diagnostic Findings

A well-written interpretation of findings is necessary. An ADHD diagnosis is in many ways based upon the integration of relevant historical information and observation, as well as other diagnostic findings; therefore, it is essential that the evaluator's professional judgment be used.

G. Medication

The report should indicate whether medication has been tried as a method of treatment, and, if so, what results were obtained. If the applicant is prescribed medication for ADHD, the report should include whether or not the applicant was taking the medication at the time of evaluation. If the applicant was not taking prescribed medication, explain why not, if relevant and appropriate. If medication is helpful in remediating symptoms, documentation of residual impairment is necessary to determine appropriate accommodations.

III. Each Accommodation Recommended Must Include a Rationale

The report must include specific recommendations for accommodation(s). A detailed explanation supporting the need for each requested accommodation must be provided and correlated with specific functional limitations established through the evaluation process from test results and clinical observations. The report should include a review of prior accommodations utilized by the applicant (e.g., for standardized examinations such as the LSAT, ACT, or SAT; school examinations; licensing or certification examinations; classroom; etc.) and the extent to which the accommodations met the applicant's needs. It is important to recognize, however, that accommodation needs can change over time and in different settings.

IV. Documentation Must Be Current

The provision of reasonable accommodations is based upon clear evidence of the current impact of the disability on a major life activity that affects the applicant's ability to take the bar examination under standard conditions. In most cases, this means that a diagnostic evaluation has been completed within the past three years. An evaluation that is more than three years old may be considered if it is applicable to the current setting of taking the bar examination and it was conducted when the applicant was an adult (age 17 or older). If it does not adequately address the applicant's current level of functioning and need for accommodations, reevaluation may be necessary. If changes in the applicant's performance have been observed or any treatments have been prescribed or discontinued since the evaluation was conducted, it may be necessary to update the report. An update should include a summary of the original findings, as well as additional clinical data necessary to establish the applicant's current functional limitations and the appropriateness of the requested testing accommodation(s) in the context of taking the D.C. Bar exam. The updated report should include the following:

- A restatement of the current diagnosis, including date(s) for all prior diagnoses and data that were used to establish the diagnosis. **Evidence regarding prior diagnoses should be more than a self-report by the applicant.**
- Verification of ongoing clinically significant symptoms, including residual symptoms that have not responded to medication or other treatment.
- A statement about current functional limitations caused by ADHD, including information regarding the impact on the applicant's academic performance in general and ability to take the bar examination in particular.
- Observational data of behavior such as affect, concentration, attention fatigue, executive functioning, and fluency. The extent of retesting required for an update is applicant-specific and depends on how closely the initial evaluation report complies with the prevailing professional standards and these documentation guidelines. If the applicant intends to take medication during the bar examination, retesting should be done while on medication to determine the level of residual impairment. Additional assessment data for an ADHD update might include the following:
 - Achievement measures that substantiate the ongoing impact of the disability on academic performance. The updated evaluation need not include a full battery of tests, but may include academic achievement test batteries or selected subtests.
 - Aptitude assessment is necessary only if the existing documentation does not contain adequate and age-appropriate information to establish the disability status. An update of intellectual functioning is generally not necessary if the WAIS-IV(or a comparable measure) was used in the past, given that intellectual functioning is typically stable in adulthood.

V. Checklist for ADHD Medical Documentation

1. A comprehensive diagnostic interview
2. Objective historical and current information drawn from third-party-sources
3. A review of the DSM diagnostic criteria both currently and retrospectively
4. A neuropsychological, psychological, or psychoeducational assessment that elucidates current functional limitations caused by ADHD, including current levels of academic functioning in reading (decoding and comprehension) and processing measures that relate to the processing of visually presented words and sentences
5. Age-based standard scores for all normed measures
6. A specific diagnosis that includes documentation of severity
7. A rule out of alternative diagnoses or explanations
8. A discussion of whether medication has been tried as a method of treatment, its effectiveness, and residual symptomatology
9. An interpretation and discussion of diagnostic findings
10. A rationale for each requested accommodation that is correlated with specific functional limitations established through the evaluation process from test results and clinical observations
11. A discussion of prior accommodations used and the extent to which those accommodations met the applicant's needs



District of Columbia Court of Appeals
Committee on Admissions
430 E Street N.W. Room 123
Washington, D.C., 20001

Request for District of Columbia Bar Examination
Testing Accommodations

Phone: (202) 879-2710
Email: coa@dcappeals.gov

Guidelines for Medical Documentation of Learning Disabilities

I. Introduction

The District of Columbia Court of Appeals and the Committee on Admissions (Committee) is committed to providing reasonable and appropriate accommodations to examinees with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The ADAAA and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities.

To support a request for test accommodations, applicants must submit a current diagnostic report prepared by a qualified professional that is on letterhead, typed in English, dated, and signed. The report must establish the nature and existence of the applicant's disability or disabilities, establish his or her current functional limitations, and provide a rationale for each accommodation requested. The current functional limitations caused by the impairment must be relevant to taking the MPRE, and the requested accommodations must be necessary to ameliorate the current limitations.

II. Description of the D.C. Bar Exam Administered Under Standard Conditions

The D.C. Bar Exam is a two-day, twelve-hour hour timed examination that consists of three different types of tests. The Multistate Essay Examination (MEE), the Multistate Performance Test (MPT), and the Multistate Bar Examination (MBE). The MBE is administered in paper -and-pencil format in a proctored setting. Most examinees complete the examination in the allotted time. The test consists of 200 multiple - choice questions. Examinees record their answers by darkening circles on a Scantron answer sheet using a number 2 pencil.

The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) are administered in either paper and pencil format, or via laptop computer supplied by the applicant. The MEE consists of six essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer. The MPT consists of two essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer.

Examinees are assigned seats in a quiet environment. Examinees may bring medication, glucose tablets or gel, or medical aids that are necessary to ambulate (cane, crutches, walker, wheelchair, service animal, prosthetic limb, cast, brace, or sling), are necessary to communicate (hearing aid, voice amplifier), or are required for medical or health reasons (heart monitor, insulin pump, glucose monitor, blood sugar testing kit, Epinephrine auto-injector, TENS unit), provided that use of such items will not necessitate any deviation from the standard test policies or schedule.

The Essential Components

I. **A Qualified Professional Must Conduct the Evaluation**

Professionals conducting assessments, rendering diagnoses of specific learning disabilities (LD), and making recommendations for appropriate accommodations must be qualified to do so. Comprehensive training and

relevant experience with adolescent and adult LD populations are essential. If multiple diagnoses are given, the professional must be qualified to make all diagnoses. Please be aware that we will not grant accommodations based on medical evaluations conducted by family members because of the inherent conflict of interest associated with such an arrangement.

II. Substantiate the Diagnosis and Current Functional Limitations

Objective evidence of a substantial limitation in learning must be provided. The documentation must validate the need for accommodations based upon the applicant's current level of functioning.

A. Diagnostic Interview

The report should include a summary of a comprehensive diagnostic interview that includes relevant background information to support the diagnosis. Since learning disorders commonly manifest during childhood (though not always formally diagnosed), relevant historical information regarding the applicant's academic history and learning processes in elementary, secondary, and post-secondary education should be investigated and documented. In addition to an applicant's self-report, the information should include objective historical and current evidence obtained from third-party sources such as third-party interviews; academic transcripts, teacher comments, tutoring evaluations, and report cards; and IEPs or 504 Plans, if any. The diagnostic interview should include, but not necessarily be limited to:

- description of the presenting problem(s);
- developmental history, including milestones such as language and speech acquisition and early motor skill development;
- relevant medical history, including the absence of a medical basis for the symptoms;
- academic history, including applicable results of prior standardized testing, classroom performance, study habits and attitudes, notable trends in performance, and participation in special programs such as special-education classes, pull-out classes, or programs for gifted students;
- relevant family history, including primary language of the home and the applicant's current level of fluency in English;
- relevant psychosocial history;
- relevant employment history;
- discussion of pre-existing or coexisting disorders, including behavioral, medical, neurological, and/or personality disorders, along with any history of medication use and current medication that may impact the applicant's learning;
- description of auxiliary aids, services, and accommodations previously used, and consistency and circumstances of use;
- if available, documentation of an Individualized Education Program (IEP) and/or a 504 Plan;
- an exploration of possible alternative conditions that may mimic a learning disability when, in fact, one is not present (e.g., motivational problems).

B. Assessment

The neuropsychological, psychological, or psychoeducational evaluation must provide clear evidence that a specific learning disability exists. The assessment must consist of a comprehensive battery of tests that does not rely on any single test or subtest. Any resulting diagnosis must be based upon a clinical synthesis of the individual's history, school reports, and the comprehensive assessment.

The choice of the psychometric assessment battery should be guided by the overall objective(s) of the evaluation, the individual circumstances of the applicant, sound clinical judgment and prevailing professional practices. The tests used must be appropriately normed for the age of the applicant and must be administered in the standardized manner. Age-based standard scores, as well as the form of the test used, must be provided for all normed measures. Percentiles alone are not acceptable. It is helpful to list all test data in a score summary sheet appended to the report.



District of Columbia Court of Appeals
Committee on Admissions
430 E Street N.W. Room 123
Washington, D.C., 20001

**Request for District of Columbia Bar Examination
Testing Accommodations**

Phone: (202) 879-2710
Email: coa@dcappeals.gov

**Guidelines for Medical Documentation of
Physical and Chronic Health Related Disabilities**

I. Introduction

The Committee on Admissions (Committee) is committed to providing reasonable and appropriate accommodations to examinees with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The ADAAA and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities.

To support a request for test accommodations, applicants must submit a current clinical or diagnostic report prepared by a qualified professional that is on letterhead, typed in English, dated, and signed. The report must establish the nature and existence of the applicant's disability or disabilities, establish his or her current functional limitations, and provide a rationale for each accommodation requested. The current functional limitations caused by the impairment must be relevant to taking the D.C. BAR EXAM, and the requested accommodations must be necessary to ameliorate the current limitations.

A summary checklist is provided at the end of these guidelines for quick reference.

Physical and chronic health-related disabilities may be impairments of short or long duration or may be episodic impairments for which the functional limitations can be documented over time.

II. Description of the D.C. Bar Exam Administered Under Standard Conditions

The D.C. Bar Exam is a two-day, twelve-hour hour timed examination that consists of three different types of tests. The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), and the Multistate Bar Examination (MBE). The MBE is administered in paper -and-pencil format in a proctored setting. Most examinees complete the examination in the allotted time. The test consists of 200 multiple - choice questions. Examinees record their answers by darkening circles on a Scantron answer sheet using a number 2 pencil.

The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) are administered in either paper and pencil format, or via laptop computer supplied by the applicant. The MEE consists of six essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer. The MPT consists of two essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer.

Examinees are assigned seats in a quiet environment. Examinees may bring medication, glucose tablets or gel, or medical aids that are necessary to ambulate (cane, crutches, walker, wheelchair, service animal, prosthetic limb, cast, brace, or sling), are necessary to communicate (hearing aid, voice amplifier), or are required for medical or health reasons (heart monitor, insulin pump, glucose monitor, blood sugar testing kit, Epinephrine auto-injector, TENS unit), provided that use of such items will not necessitate any deviation from the standard test policies or schedule.

The Essential Components

I. A Qualified Professional Must Conduct the Evaluation

Professionals conducting assessments, rendering diagnoses, offering clinical judgments specific to physical or chronic health-related disabilities, and making recommendations for appropriate accommodations must be qualified to do so. Appropriate licensure or certification as well as coD.C. Bar Exam comprehensive training and relevant expertise in the specialty are essential. If multiple diagnoses are given, the evaluator must be qualified to make all diagnoses.

Please be aware that we will not grant accommodations based on medical evaluations conducted by family members because of the inherent conflict of interest associated with such an arrangement.

II. Substantiate the Diagnosis and Current Functional Limitations

- a comprehensive diagnostic report must be provided that includes the following information:
- a specific, professionally recognized diagnosis;
- a description of the diagnostic criteria and/or diagnostic tests used and a detailed interpretation of test results;
- relevant educational, developmental, and medical history;
- the history of presenting symptoms, date of onset, and their duration and severity;
- a description of the expected progression or stability of the disability or condition, including information on whether it is permanent, temporary, progressive, or fluctuating, and, if applicable, any known or suspected environmental triggers to episodes;
- assessment of current functional limitations and how those limitations restrict the condition, manner, or duration of the applicant's performance of major life activities compared to most people;
- a description of current treatment, assistive devices, auxiliary aids, medications, and/or strategies used by the applicant to ameliorate the impact of the functional limitations and the effectiveness thereof.

III. Each Accommodation Recommended Must Include a Rationale

The report must include specific recommendations for accommodation(s). A detailed explanation supporting the need for each requested accommodation must be provided and correlated with specific functional limitations established through the evaluation process from test results and clinical observations.

The report should include a review of prior accommodations utilized by the applicant (e.g., for standardized examinations such as the LSAT, ACT, or SAT; school examinations; licensing or certification examinations; classroom; etc.) and the extent to which the accommodations met the applicant's needs. It is important to recognize, however, that accommodation needs can change over time and in different settings.

IV. Documentation Must Be Current

The provision of reasonable accommodations is based upon clear evidence of the current impact of the disability on a major life activity that affects the applicant's ability to take the D.C. BAR EXAM under standard conditions. Because of the changing manifestations of some physical disabilities and chronic health conditions, it is essential that the applicant provide recent and appropriate documentation. The documentation must address the applicant's present level of functioning and the need for accommodations in the context of taking the D.C. Bar Exam. This is important because an individual's presentation and performance may vary over time even if the diagnosis remains unchanged.

If the applicant's disability is permanent or unchanging in nature, a report from the most recent medical evaluation may suffice if it establishes the functional impact of the disability, indicates that it is permanent or unchanging, and provides the information discussed in these Guidelines.

If the applicant's disability is of recent onset, or temporary, fluctuating, episodic, or transitory in nature, the report typically should be from an evaluation conducted within the preceding 12 months. A report that is older than 12 months may be acceptable if it is accompanied by a letter from the professional providing an update on the diagnosis, the applicant's current level of functioning, changes since the last evaluation, and current

treatment. If applicable, the letter may simply address why a report older than 12 months continues to be relevant in its entirety.

If the applicant is requesting the accommodation of extended testing time on the basis of cognitive impairment caused by the disability or by medication taken for the disability, the request may need to be supported by a brief but well-conceived psychological test battery. Obtaining standardized measures of performance on academically relevant tasks may help to objectively demonstrate the need for the requested accommodations. Test results must be reported using age-based norms where available, and all standard scores must be provided.

V. Checklist for Physical and Chronic Health-Related Disability Medical Documentation

- A specific, professionally recognized diagnosis and description of the diagnostic criteria and/or diagnostic tests used, with a detailed interpretation of all test results
- Relevant educational, developmental, and medical history
- The history of presenting symptoms, including date of onset, duration, and severity
- A description of the expected progression or stability of the disability, including whether it is permanent, temporary, progressive, or fluctuating
- Any known or suspected environmental triggers to episodes, if applicable
- Assessment of current functional limitations
- A description of how the current functional limitations restrict the condition, manner, or duration of the applicant's performance of major life activities as compared to most people in general, and specifically with respect to taking the D.C. Bar Exam
- Current treatment, assistive devices, auxiliary aids, medications, and/or strategies the applicant uses to ameliorate the impact of any functional limitations and the effectiveness thereof
- A rationale for each requested accommodation that is correlated with specific functional limitations established through the evaluation process from test results and clinical observations
- A discussion of prior accommodations used and the extent to which those accommodations met the applicant's needs.



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Committee on Admissions
430 E Street N.W. Room 123
Washington, D.C., 20001

**Request for District of Columbia Bar Examination
Testing Accommodations**

Phone: (202) 879-2710316
Email: coa@dcapeals.gov

Guidelines for Medical Documentation of Psychological Disabilities

Introduction

The District of Columbia Court of Appeals Committee on Admissions (COA) is committed to providing reasonable and appropriate accommodations to examinees with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The ADAAA and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities.

To support a request for test accommodations, applicants must submit a current diagnostic report prepared by a qualified professional that is on letterhead, typed in English, dated, and signed. The report must establish the nature and existence of the applicant's disability or disabilities, establish his or her current functional limitations, and provide a rationale for each accommodation requested. The current functional limitations caused by the impairment must be relevant to taking the MPRE, and the requested accommodations must be necessary to ameliorate the current limitations.

A summary checklist is provided at the end of these guidelines for quick reference. The term "psychological disabilities" is used herein to refer to a range of syndromes and conditions characterized by different types and degrees of emotional, developmental, cognitive, and/or behavioral manifestations.

II. Description of the D.C. Bar Examination Administered Under Standard Conditions

The D.C. Bar Exam is a two-day, twelve-hour hour timed examination that consists of three different types of tests. The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), and the Multistate Bar Examination (MBE). The MBE is administered in paper -and-pencil format in a proctored setting. Most examinees complete the examination in the allotted time. The test consists of 200 multiple - choice questions. Examinees record their answers by darkening circles on a Scantron answer sheet using a number 2 pencil.

The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) are administered in either paper and pencil format, or via laptop computer supplied by the applicant. The MEE consists of six essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer. The MPT consists of two essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer.

The Essential Components

I. A Qualified Professional Must Conduct the Evaluation

Professionals conducting assessments, rendering diagnoses of psychological disorders, and making recommendations for appropriate accommodations must be qualified to do so. Appropriate licensure or certification as well as comprehensive training and relevant expertise in diagnosis of psychiatric disorders

are essential. Please be aware that we will not grant accommodations based on medical evaluations conducted by family members because of the inherent conflict of interest associated with such an arrangement.

II. Substantiate the Diagnosis and Current Functional Limitations

A comprehensive evaluation or diagnostic report must be provided that includes the following information:

- a specific diagnosis based on the Diagnostic and Statistical Manual of Mental Disorders (DSM-5);
- description of current symptoms across settings (school, work, social, etc.), including the frequency, duration, and severity of symptoms;
- relevant information regarding psychotropic medications expected to be in use during the bar exam administration and the anticipated impact on the applicant in this setting; and
- relevant information about current treatment and its effectiveness.

A. Diagnostic Interview and/or Psychological Assessment

The professional who conducts the assessment must complete a clinical evaluation addressing all DSM criteria. Behavioral observations, combined with the clinician's professional judgment and expertise, are critical in formulating a diagnostic impression. The information collected for the diagnostic evaluation should include, but not be limited to, the following:

- history of presenting symptoms when the disability is active (e.g., palpitations, sweaty palms, disoriented thinking, mental fatigue);
 - onset, duration, and severity of symptoms (including a description that distinguishes common test-taking anxiety from a diagnosed condition);
 - relevant developmental, historical, and familial data (including any hospitalization, outpatient treatment, and mental health services);
 - relevant medical and medication history, including the individual's current medication regimen, compliance, side effects (if relevant), and positive and negative response(s) to medication;
 - current functional limitations in academic, social, or employment settings, with the understanding that a psychological disorder usually presents itself across a variety of settings other than just the academic domain and that its expression is often influenced by context-specific variables; and
 - expected progression or stability of the impact of the condition over time, if relevant to test-taking performance
- The evaluator should administer clinical rating scales as necessary to corroborate the severity of the diagnosed disorder. Effort testing to identify possible malingering may be appropriate.

B. Cognitive Impairment

If the applicant is requesting the accommodation of extended testing time on the basis of cognitive impairment caused by the disability or by medication taken for the disability, the claim should be supported by a brief but well - conceived psychological test battery. Obtaining standardized measures of performance on academically relevant tasks may help to objectively demonstrate the need for the requested accommodations.

Test results must be reported using age-based norms where available, and standard scores must be provided.

III. Each Accommodation Recommended Must Include a Rationale

The report must include specific recommendations for accommodation(s). A detailed explanation supporting the need for each requested accommodation must be provided and correlated with specific functional limitations established through the evaluation process from test results and clinical observations.



District of Columbia Court of Appeals
Committee on Admissions
430 E Street N.W. Room 123
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Request for District of Columbia Bar Examination
Testing Accommodations

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Guidelines for Medical Documentation of Visual Disabilities

I. Introduction

The Committee on Admissions (Committee) is committed to providing reasonable and appropriate accommodations to examinees with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The ADAAA and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities.

To support a request for test accommodations, applicants must submit a current diagnostic report prepared by a qualified professional that is on letterhead, typed in English, dated, and signed. The report must establish the nature and existence of the applicant's disability or disabilities, establish his or her current functional limitations, and provide a rationale for each accommodation requested. The current functional limitations caused by the impairment must be relevant to taking the D.C. BAR EXAM, and the requested accommodations must be necessary to ameliorate the current limitations.

II. Description of the D.C. Bar Exam Administered Under Standard Conditions

The D.C. Bar Exam is a two-day, twelve-hour hour timed examination that consists of three different types of tests. The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), and the Multistate Bar Examination (MBE). The MBE is administered in paper -and-pencil format in a proctored setting. Most examinees complete the examination in the allotted time. The test consists of 200 multiple - choice questions. Examinees record their answers by darkening circles on a Scantron answer sheet using a number 2 pencil.

The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) are administered in either paper and pencil format, or via laptop computer supplied by the applicant. The MEE consists of six essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer. The MPT consists of two essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer.

Examinees are assigned seats in a quiet environment. Examinees may bring medication, glucose tablets or gel, or medical aids that are necessary to ambulate (cane, crutches, walker, wheelchair, service animal, prosthetic limb, cast, brace, or sling), are necessary to communicate (hearing aid, voice amplifier), or are required for medical or health reasons (heart monitor, insulin pump, glucose monitor, blood sugar testing kit, Epinephrine auto-injector, TENS unit), provided that use of such items will not necessitate any deviation from the standard test policies or schedule.

The Essential Components

I. A Qualified Professional Must Conduct the Evaluation

Typically, an optometrist or ophthalmologist is qualified to provide supporting documentation for visual disabilities. Depending on the accommodations requested and the rationale given for those accommodations, however, a psychologist or a learning or reading specialist with relevant training and experience may also be needed to provide documentation addressing the functional impact of the disability on processing speed, reading, and/or test taking and provide standardized measures of reading rate and processing speed. Please be aware that we will not grant accommodations based on medical evaluations conducted by family members because of the inherent conflict of interest associated with such an arrangement.

II. Substantiate the Diagnosis and Current Functional Limitations

Objective evidence of a substantial limitation in a major life activity related to taking the D.C. BAR EXAM must be provided. The documentation must validate the need for accommodations based upon the applicant's current level of functioning. In most cases, documentation should be based on a comprehensive diagnostic/clinical evaluation that follows these guidelines and includes the following information, as relevant to the applicant's condition:

- the current diagnosis, including a statement as to whether the condition is progressive or stable
- best corrected visual acuities for distance and near vision
- eye health
- visual fields: threshold fields, not confrontation (provide measurements and copies of reports)
- binocular evaluation: eye deviation (provide measurements), diplopia, suppression, depth perception, convergence, etc. (specify whether difficulty with distance, near point, or both)
- accommodative skills at near point, with and without lenses (provide measurements)
- oculomotor skills: saccades, pursuits, tracking
- clinical observations
- a description of current functional limitations in major life activities and specifically in taking the D.C. BAR EXAM or similar tests
- relevant information about current treatment and its effectiveness

NOTE: if the applicant is legally blind and will test exclusively with tactile or auditory input (Braille, reader, or audio CD recording), making no use of visual material, the qualified professional need only provide the current diagnosis and visual acuity.

III. Each Accommodation Recommended Must Include a Rationale

The report must include specific recommendations for accommodation(s). A detailed explanation supporting the need for each requested accommodation must be provided and correlated with specific functional limitations established through the evaluation process from test results and clinical observations. It may be necessary to include standardized measures of reading rate and comprehension from an assessment performed by a psychologist, learning or reading specialist, or other qualified professional.

The report should include a review of prior accommodations utilized by the applicant (e.g., for standardized examinations such as the LSAT, ACT, or SAT; school examinations; licensing or certification examinations; classroom; etc.) and the extent to which the accommodations met the applicant's needs. It is important to recognize, however, that accommodation needs can change over time and in different settings.

IV. Documentation Must Be Current

The provision of reasonable accommodations is based upon clear evidence of the current impact of the disability on a major life activity that affects the applicant's ability to take the D.C. BAR EXAM under standard conditions. Some visual conditions are of a permanent or unchanging nature. In such cases, a simple statement

from the optometrist or ophthalmologist of the diagnosis and the functional limitations might suffice.

Because of the changing manifestations of many visual conditions, however, a diagnostic evaluation completed within the past three years is typically necessary. If the diagnostic report is more than three years old, the applicant should submit a letter from a qualified professional that provides an update of the diagnosis, a description of the severity of the functional impact of the disability on reading as well as on other major life activities, and a rationale for each requested accommodation. The nature, severity, and extent of the applicant's condition and the functional limitations as they relate to taking the D.C. BAR EXAM, or a similar test, must be addressed.

The recommended accommodations should not be supported solely by a history of prior accommodations or self-report. If applicable, the qualified professional may simply address why older documentation continues to be relevant.

DISTRICT OF COLUMBIA COURT OF APPEALS

Rule 46. Admission to the Bar.

(a) Committee on Admissions.

(1) The court shall appoint a standing committee known as the Committee on Admissions (Committee) consisting of at least seven members of the Bar of this court, one of whom shall serve as counsel to the Committee. Each appointment shall be for a term of three years. In case of a vacancy arising before the end of a member's term, the successor appointed shall serve the unexpired term of the predecessor member. When a member holds over after the expiration of the term for which that member was appointed, the time served after the expiration of that term shall be part of a new term. No member shall be appointed to serve longer than two consecutive regular three-year terms, unless an exception is made by the court.

(2) Subject to the approval of the court, the Committee may adopt such rules and regulations as it deems necessary to implement the provisions of this rule. The members of the Committee shall receive such compensation and necessary expenses as the court may approve.

(3) Members of the Committee and their lawfully appointed designees and staff are immune from civil suit for any conduct in the course of their official duties.

(b) Admission to the Bar of this jurisdiction. Admission may be based on (1) examination in this jurisdiction; (2) transfer of a Uniform Bar Examination score attained in another jurisdiction; (3) the applicant's qualifying score on the Multistate Bar Examination administered in another jurisdiction and membership in the bar of such other jurisdiction; or (4) membership in good standing in the bar of another jurisdiction for at least five years immediately prior to the application for admission.

(c) Admission based on examination in this jurisdiction.

(1) Place and Dates of Examination. Examinations for admission to the Bar shall be held on two successive days in February and July of each year in Washington, D.C., at a place designated by the Committee and on dates designated by the National Conference of Bar Examiners (NCBE). The Committee may extend the days for examination for an applicant pursuant to a request for testing accommodations.

(2) Time to Apply and Fees.

(A) An application to take the bar examination shall be submitted in a format approved by the Committee and filed with the Director of Admissions (Director) not later than December 15 for the February examination and May 3 for the July examination unless, for exceptional cause shown, the time is extended by the Committee. The contents of the application to take the examination shall be confidential except upon order of the court.

(B) The application shall be accompanied by (1) a payment to the Clerk, D.C. Court of Appeals (Clerk), in an amount and form approved by the Committee and specified by the Director, and

(2) payment to NCBE, or proof of payment to NCBE, in an amount and form specified on the application form.

(C) Late applications may be filed within 15 days from the closing dates specified in subparagraph (i) and must be accompanied by an additional, non-refundable payment to the Clerk, D.C. Court of Appeals, in an amount and form approved by the Committee.

(3) Proof of Legal Education in a Law School Approved by the American Bar Association. An applicant who has graduated from a law school that at the time of graduation was approved by the American Bar Association (ABA) shall be permitted to take the bar examination. Under no circumstances shall such an applicant be admitted to the Bar without first having submitted to the Director a certificate that the applicant has graduated from an ABA-approved law school with a J.D. or LL.B. degree.

(4) Law Study in a Law School Not Approved by the ABA. An applicant who graduated from a law school not approved by the ABA shall be permitted to take the bar examination only after successfully completing at least 26 credit hours of study in a law school that at the time of such study was approved by the ABA. All such 26 credit hours shall be earned in courses of study, each of which is substantially concentrated on a single subject tested on the Uniform Bar Examination.

(5) Multistate Professional Responsibility Examination. An applicant for admission by examination shall not be admitted to the Bar unless that applicant has also taken the Multistate Professional Responsibility Examination (MPRE) written and administered by NCBE and has received thereon the minimum required grade as determined by the Committee. Arrangements to take the MPRE, including the payment of any fees therefor, shall be made directly with NCBE. The score received on the MPRE shall not be used in connection with the scoring of the bar examination.

(6) Examination of Applications. The Director shall examine each application to determine the applicant's eligibility and to verify the completeness of the application. If eligibility is not demonstrated, the applicant shall be permitted to furnish additional information. If the application is not complete, the needed information shall be provided upon the Director's request.

(7) Examination Identification Number. The Director shall assign an examination number to each accepted applicant. Each applicant shall be notified by the Director of the applicant's examination number and shall be furnished an admission card and a list of instructions. Further disclosure of the examination number of any applicant is prohibited.

(8) General Considerations Regarding the Examination.

(A) The examination shall be the Uniform Bar Examination (UBE) developed by NCBE. The UBE consists of a written component, consisting of the Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), and a multiple choice component, which is the Multistate Bar Examination (MBE).

(B) An applicant may request the Committee to accept an MBE score from a prior examination administration provided that:

(i) The prior MBE scaled score is not less than 133; and

(ii) The prior administration was within 25 months of the present administration.

(C) An applicant may request the Committee to accept a written component score from a prior examination administration in the District of Columbia provided that:

(i) The prior written component scaled score is not less than 133; and

(ii) The prior administration was within 25 months of the present administration.

(D) An applicant requesting acceptance of a score from a prior administration shall submit with the application to sit for the bar examination a score transfer form. Any score earned in a prior administration may not be used to earn a UBE score that can be transferred to seek admission in another U.S. jurisdiction. To earn a transferrable UBE score, an applicant must take both the written and MBE components in a single administration of the examination.

(E) Examination booklets shall be furnished by the Committee. Computers or typewriters furnished by the applicants may be used by prearrangement with the Director.

(F) Except by permission of the Committee's representative, no applicant shall leave the examination room during the examination. Each applicant, upon leaving the examination room, shall turn in the examination materials to the Committee's representative.

(9) Computation of Written Component Scaled Scores. The raw scores on the written component shall be converted to scaled scores by NCBE in accordance with UBE policies.

(10) Determining Pass/Fail Status.

(A) An applicant taking the written and MBE components concurrently must attain a combined UBE scaled score of 266 or greater to pass the examination.

(B) If an MBE component score from a prior administration is accepted by the Committee under (c)(8)(B) above, the applicant must attain a scaled score of 133 or higher on the written component in the current administration to pass the examination. If a written component score from a prior administration is accepted by the Committee under (c)(8)(C) above, the applicant must attain a scaled score of 133 or higher on the MBE component in the current administration to pass the examination.

(C) Before notice and publication of the examination results, the Committee shall review the written component answers of all applicants who have attained a written component scaled score or a combined UBE scaled score within a specified number of points below the passing score, as determined by the Committee.

(11) Time of Notice and Publication of Results. Applicants shall be notified in writing of the results of their examination.

(A) The Director shall notify each successful applicant of his or her written component scaled score, MBE scaled score, and combined UBE scaled score, as applicable. An alphabetical list of the successful applicants shall be published with the request that any information tending to affect the eligibility of an applicant on moral grounds be furnished to the Committee. The first

publication shall be at least 30 days before the Committee reports to the court. A copy of this list shall be posted in the office of the Clerk for three weeks.

(B) The Director shall notify in writing each unsuccessful applicant of the applicant's score. The notification shall contain the applicant's raw score for each question in the written component, the written component scaled score, the MBE scaled score, and the combined UBE scaled score.

(12) Post-examination Review. Each unsuccessful applicant may review his or her graded written component answers by executing and returning the review request form so that it is received by the Director by the 30th day after examination results are published. A review of the MBE is not available. The Director shall advise the unsuccessful applicant of the date, time, and place at which the written component answers may be reviewed. The review period shall not exceed three hours.

(13) Destruction of the Written Component Answers. Destruction of the applicant answers in the written examination component may commence 30 days from the date of publication of the examination results, but destruction of the written component answers of an unsuccessful applicant who takes advantage of the post-examination review procedure shall be delayed until at least 15 days after the review.

(14) Previous Failures. An applicant who has taken the bar examination or a component of the bar examination four times in the District of Columbia and failed to earn a passing score will not be permitted to take a further examination, except upon a showing of extraordinary circumstances. An applicant who has previously taken the bar examination in the District of Columbia four or more times before the effective date of this rule will be permitted to take the bar examination one additional time without a showing of extraordinary circumstances.

(15) Communication with Committee Members and Graders. No applicant shall communicate with Committee members or graders concerning any applicant's performance in the examination.

Guidance for Graduates of Non-ABA Approved Law Schools – 26 Semester Hours

Among the amendments of Rule 46 that went into effect March 1, 2016 was the Rule's provision concerning the 26-semester-hour requirement for students not graduating from an ABA-approved law school. Section (b)(4) of the **superseded** Rule 46 read as follows:

“An applicant who graduated from a law school not approved by the American Bar Association shall be permitted to take the bar examination only after successfully completing at least 26 semester hours of study **in the subjects tested in the bar examination** in a law school that at the time of such study was approved by the American Bar Association. All such 26 semester hours shall be earned in courses of study, each of which is substantially concentrated on a single tested subject.”

(Emphasis added.) Section (b)(8)(iii) of the old Rule 46 identified the subjects then tested in the Bar Examination as follows: “administrative law, contracts, agency, Uniform Commercial Code, equity, business associations, conflicts of laws, evidence, torts, wills, trusts, administration of estates, family law, real and personal property, civil and criminal procedure, constitutional law, criminal law, legal ethics and tax law.”

Section (c)(4) of the **current** Rule 46 reads as follows:

“An applicant who graduated from a law school not approved by the ABA shall be permitted to take the bar examination only after successfully completing at least 26 credit hours of study in a law school that at the time of such study was approved by the ABA. All such 26 credit hours shall be earned in courses of study, each of which is substantially concentrated on a single subject **tested on the Uniform Bar Examination.**”

(Emphasis added.) As noted on the website of the National Conference of Bar Examiners, the areas of law that may be tested on the Uniform Bar Examination are the following: “Business Associations (Agency and Partnership; Corporations and Limited Liability Companies), Civil Procedure, Conflict of Laws, Constitutional Law, Contracts (including Article 2 [Sales] of the Uniform Commercial Code), Criminal Law and Procedure, Evidence, Family Law, Real Property, Torts, Trusts and Estates (Decedents' Estates; Trusts and Future Interests), and Article 9 (Secured Transactions) of the Uniform Commercial Code.”

Because some students may have taken classes under the old Rule in an effort to fulfill the 26-semester-hour requirement, the Committee has adopted the following policy: If a course at an ABA-approved school began before March 1, 2016, and the course was substantially concentrated on a subject identified in the list set out in the former Rule 46(b)(8)(iii), the semester hours earned in that course qualify towards the 26-semester-hour requirement for purposes of the current Rule.