



**District of Columbia Court of Appeals
Committee on Admissions
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INSTRUCTIONS FOR JULY 2017 BAR EXAMINATION APPLICATION

- I. **Filing Deadline:** Wednesday, May 3, 2017
Late filing deadline is Thursday, May 18, 2017
- II. **Examination Dates:** Tuesday, July 25, 2017 - MPT & MEE (essays) and
Wednesday, July 26, 2017 - MBE (multiple-choice)
- III. **Examination Location:** Walter E. Washington Convention Center (801 Mt. Vernon Place, NW; Washington, DC 20001). Some applicants receiving special accommodations will take the examination at the Court of Appeals (430 E Street, NW; Washington, DC 20001).
- IV. **Uniform Bar Examination:** The Committee on Admissions (Committee) administers the Uniform Bar Examination (UBE), which enables examinees to earn a portable score that can be used to apply for admission in other UBE jurisdictions. The examination includes an essay component, comprised of the Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), and a multiple choice component, the Multistate Bar Examination (MBE). To obtain a portable score, applicants must take both essay and multiple choice components of the exam in the same administration and in this jurisdiction.
- V. **Application:** The application is online and is comprised of online instructions and the following documents that must be uploaded (please see detailed instructions in Section IX below):
 - A. Multistate Professional Responsibility Exam Unofficial Score Transcript
 - B. The National Conference of Bar Examiners (NCBE) character and fitness application (this form must also be submitted directly to the NCBE)
 - C. Certificate(s) of Good Standing (if applicable)
 - D. Law School Certification filled out by the applicant's law school(s)
 - E. Special Accommodation Request (if applicable)
- VI. **Communication:** The Committee will communicate with applicants by email at the email address applicants provide in their applications. Applicants can check the status of their applications online, and the online system generates emails at various stages of review. The Committee will email admission tickets approximately 10 days before the bar exam. Emails are from COA@dcappeals.gov or DoNotReply@dcappeals.gov. Applicants who have a change in employment or other circumstances are under a continuing obligation to notify the Committee in writing through the online system. Applicants should include their five-digit examination

identification number in any correspondence.

VII. Fees:

A. The following fees associated with the application will be collected through the online system.

1. Application fee: \$110
2. Essay Exam fee: \$50
3. Multiple Choice Exam fee: \$64
4. Late Filing Fee (if applicable) \$210

B. The following fees will be collected by third parties:

1. National Conference of Bar Examiners character and fitness report fee
2. Laptop software vendor fee for laptop use (if applicable)
3. Score transfer fees (if applicable)

VIII. Laptop use: Applicants may use a laptop computer for the essay portion of the exam, provided they register with the Committee's software vendor and pay the applicable fee. Applicants will be notified through the Committee's [webpage](#) and through email when laptop registration opens. Applicants must provide their own laptop computers. Rule 46 does not permit the use of other electronic devices.

IX. Detailed Instructions: Create an account or log onto your existing account at Committee's online application and follow the online instructions. Detailed information on the documents to be uploaded follows—

- A. Multistate Professional Responsibility Exam (MPRE) Unofficial Score Transcript: The Committee requires a minimum scaled score of 75 on the MPRE. The Unofficial Score Transcript is available from the NCBE website, [MPRE Score Services](#) section; applicants must upload the Unofficial Score Transcript. Applicants who have not taken the MPRE have one year from the date of this examination's results to provide their scores; they will not be admitted to the bar without having uploaded proof of an eligible MPRE score.
- B. The National Conference of Bar Examiners (NCBE) character and fitness application: Applicants must complete the application at the [NCBE website](#), submit it to the NCBE, and upload it to the Committee's online application. Applicants who applied with the Committee previously and used the NCBE's application format should follow the electronic application instructions for transferring data (e.g. residences, employment, education, etc.) to their current electronic application. Applicants who applied to take the February 2017 examination in D.C. and paid NCBE's character report fee with that application may upload a copy of the character and fitness application submitted for the February 2017 exam and are not required to submit a new application to NCBE at this time.
- C. Certificates of Good Standing (if applicable): Applicants who are members of the bar of another jurisdiction must upload a Certificate of Good Standing, no more than 60 days old, from the highest state court of each jurisdiction of which they are a member.
- D. Law School Certification filled out by the applicant's law school(s): This certificate

provides proof of the applicant's legal education.

1. Graduates of ABA-approved Law Schools pursuant to Rule 46(c)(3): Applicants must upload the Law School Certification form, in which the law school Dean has certified that the applicant successfully completed all requirements and graduated. The form is to be executed by the Dean or Registrar and affixed with school seal. The applicant's transcript is not required.

a) If the applicant's degree is to be conferred after the filing deadline, the school may modify the Law School Certification as necessary. The applicant must obtain a second Law School Certification confirming the award date of the degree and upload it prior to the examination.

2. Graduates of non-ABA-approved Law Schools pursuant to Rule 46 (c)(4): For the Committee to determine the applicant's eligibility to sit for the exam, the applicant must upload the following:

a) An executed Law School Certification from the non-ABA-approved law school which awarded the applicant's law degree. The form is to be executed by the Dean or Registrar and affixed with school seal. The law school may amend the form to accurately reflect its non-ABA status;

b) An executed Law School Certification from the ABA-approved law school(s) in which the applicant successfully completed the required 26 semester hours of study in the tested subjects. The form is to be executed by the Dean or Registrar and affixed with school seal.

(1) If the applicant's courses are to be completed after the filing deadline, the school may modify the Law School Certification as necessary. The applicant must obtain a second Law School Certification confirming the completion of the classes and upload it prior to the examination;

c) An official transcript from the ABA-approved law school(s) containing course titles, semester/credit hour values, and grades. If the applicant's courses are completed after the filing deadline, the applicant must obtain a second transcript confirming the completion of the classes and upload it prior to the examination;

(1) Required Courses – More information on this requirement is available on the Committee's website. Only courses substantially concentrated on the following subjects will be considered for credit and eligibility:

- 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),
- Article 9 (Secured Transactions) of the Uniform Commercial Code.

d) A copy of the ABA-approved law school's course description for each course listed in the transcript.

Applicants who graduated from non-ABA approved law schools whose eligibility to sit for the D.C. bar examination was previously determined and who have taken the D.C. bar exam within the past 25 months may file a copy of previously submitted Law School Certifications, transcript(s), or course descriptions with this application.

E. Special Accommodation Request (if applicable): The 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.

1. Policies: 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. Applicants should review the Testing Accommodations [Test Day Policies](#) for a list of items that may be brought to the test center. Applicants do not need to request accommodations to bring allowed items, provided that use of such items will not require any deviation from the standard test schedule or other policies.

2. Documentation: To request special accommodations, under the "Register for UBE" tab of the online application, applicants must click "Submit Application," then click the "I need a test accommodation" box and must upload the following documentation in support of this request:

- a) [Applicant Request Form](#);
- b) Medical Documentation as described in the [Guidelines for Medical Documentation](#);
- c) Proof of Past Accommodations, consisting of letter(s) or other documentation (on official letterhead) that the applicant received from all testing agencies and educational institutions that have granted the applicant accommodations, listing the accommodations granted and the test date or academic year.

3. Deadlines: The documentation and any request for reconsideration must be uploaded by the late filing deadline. Applicants are advised to submit accommodation requests as early as possible.

X. **Previous Scores:** Applicants may transfer prior, eligible MBE or Essay scores from a previous administration of the examination, pursuant to [Rule 46](#). However, applicants who transfer these scores do not obtain a portable UBE score.

A. **MBE score transfer:** Applicants may request that the Committee accept an MBE score from a prior bar exam administration per Rule 46 (c)(8)(B), requiring a minimum score of 133 on an examination administered within 25 months of the present exam. To request a transfer, under the “Register for UBE” tab of the online application, applicants must click “Submit Application,” then click the radio button requesting use of a prior MBE score. Applicants must also request an official transfer of their MBE score to D.C. Applicants must request the score transfer through the NCBE website, [MBE Score Services](#) section, or the jurisdiction where they took the MBE. The address for the score transfer is Committee on Admissions; MBE Score Transfer; 430 E Street, NW; Room 123; Washington, D.C. 20001. Applicants are advised that a score from a prior exam does not produce a portable UBE score.

B. **Essay scaled score transfer** (if applicable): Applicants may request that the Committee accept an essay score from a prior bar exam administration *in D.C.* per Rule 46 (c)(8)(C), requiring a minimum score of 133 on an examination administered within 25 months of the present exam. To request a transfer, under the “Register for UBE” tab of the online application, applicants must click “Submit Application,” then click the radio button requesting use of a prior essay score. Applicants are advised that a score from a prior exam does not produce a portable UBE score.

XI. **Information about the Examination:** The Uniform Bar Examination (UBE) is composed of three parts:

- Multistate Performance Test (MPT), comprised of two questions to be completed during the three-hour Tuesday morning session (90 minutes each question);
- Multistate Essay Examination (MEE), comprised of six questions to be completed during the three-hour Tuesday afternoon session (30 minutes each question); and
- Multistate Bar Examination (MBE), comprised of 200 multiple-choice questions to be completed during the two three-hour sessions Wednesday.

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 portion (MEE and MPT) and the multiple-choice portion (MBE) of the bar examination must achieve a combined scaled score of 266 to pass the examination. For an applicant whose score transfer has been accepted by the Committee to pass the D.C. bar examination, he or she must achieve a scaled score of at least 133 on the portion of the examination being re-taken.

XII. **Test Day Policies**

A. **Reporting time** will be listed in applicants’ Admission Letters. It is usually 8:00 am, and each day’s testing is typically complete by 5:30 pm. Late arrivals will not be admitted. An applicant who does not appear for the morning session will NOT be permitted to participate in that afternoon’s session.

B. Each examinee must present a valid, government-issued photo ID (e.g., driver's license, passport, etc.) to gain admission to EACH testing session. The ID must contain a recent, recognizable photo and the examinee's first and last name and date of birth. The name on the ID must match the name in the application. The following are NOT acceptable forms of ID: Social Security card, birth certificate, credit card (including those with photo), employee ID (including government employees), or student ID.

C. What to Bring. 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 the examinee's 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:

- admission ticket;
- ink pens on Tuesday (blue or black);
- pencils and sharpener on Wednesday (No. 2 lead, non-mechanical);
- valid ID;
- wallet;
- keys;
- car key fob (provided it does not feature a data port);
- hygiene/medical products;
- tissues.

Examinees may bring water in a clear, colorless bottle with a "sport" or "spout" top (to avoid spills) and without a label (i.e. any label must be removed before coming to the exam site).

D. Prohibited Items. The following items will not be permitted inside the examination room:

- electronic devices (e.g. cell phones, smart phones, text messaging devices, personal digital assistants);
- cameras;
- earphones or headsets;
- watches of any kind;
- books;
- notes;
- briefcases;
- purses;
- backpacks;
- luggage;
- packages;
- alarm clocks;
- highlighters;
- mechanical pencils;
- sticky tabs;
- hats (except religious apparel);
- hoodies;
- jackets, sweaters, or sweatshirts with pockets;
- food or beverages, except as noted above (unless pre-authorized for medical reasons);
- smoking materials (smoking is not permitted in the Convention Center, and

- examinees may not take a “smoke break” during the testing sessions); or
- other items deemed by testing personnel to be non-essential.

E. The bar exam is owned by NCBE and is a secure examination protected by U.S. copyright laws. Examinees may not remove or attempt to remove any original, duplicated, or recorded test materials, notes, or reconstructed test questions or answers from a testing room by any means. Examinees may not reproduce or disclose any MBE questions or answers by any means to any person or to any public forum, including after the examination. This includes sharing the substance or details of any test question fact pattern, option choices, or answer, in whole or in part, by email, blogs, online social or professional networking sites, or any other means.

F. The Committee works to provide appropriate testing conditions. However, issues related to heating/cooling, lighting, other users of the facility, or even other applicants may arise. The Committee cannot guarantee a noise-free examination. Applicants may use the earplugs provided by the Committee and should continue testing unless directed otherwise by proctors or court staff. Should applicants have concerns about testing conditions, they are encouraged to convey them to a proctor and ask that they be brought to the attention of court staff. The Committee will make every effort to resolve the situation.