MEMO
TO: Applicants to the October 2020 Remote Exam for Bar Admission
FROM: District of Columbia Committee on Admissions (COA)
RE: Exam Information Memo #1
DATE: August 14, 2020

This memo is the first of several communications you will receive regarding the October exam. Each memo will have an Action Item with a deadline. All deadlines are hard deadlines. Applicants are also expected to monitor the COA website for updates regularly.

This memo will give an overview of the exam, the exam software, grading and scoring and reciprocity.

Exam Format, General Schedule

The standard administration of the exam will take place October 5 & 6, 2020. All times for the exam will be in Eastern Time. Applicants are responsible for determining the corresponding time in the jurisdiction where they take the exam.

The exam consists of two sessions on each day of the exam. Each testing session is 90 minutes long. There is a 30 minute break in between the session. The sessions will take place in the afternoon. The exam schedule with check in times will be distributed in a future email. The exam content and order for the standard administration are below. Applicants who have been granted accommodations will receive customized schedules no later than August 30, 2020. The exam content will be administered in the same order, but in some cases will be administered over three days.

Standard Administration

Date	Session 1	Session 2	Video & Response uploads
October 5	1 Multistate Performance Question	3 Multistate Essay Questions	Within 24 hours following Session 2
October 6	Multiple Choice Questions 1 - 50	Multiple Choice Questions 51 – 100	Within 24 hours following Session 2

Applicants should prepare for the exam as if preparing for a Uniform Bar Exam (UBE). For more information on the UBE regarding how exam questions are developed, sample questions, free study aids and more:
https://www.ncbex.org/pdfviewer/?file=%2Fdmsdocument%2F209

ID Verification – Deadline August 25, 2020

The COA must be able to verify applicants' identity for the remote exam. Applicants are required to provide a selfie and a picture of a government issued ID. **The deadline for uploading the selfie and photo ID is August 25, 2020.**

 Instructions for uploading:

1. Take a selfie in a well-lit area
2. Take a picture of your government issued ID.
3. Log into your exam application account through the COA website
4. Once you are logged in, select "View Progress"
5. Select the tab titled "Certificate(s) of Good Standing
6. Select upload, and write in the jurisdiction where your ID was issued. If you are using a passport or other ID from another country please select District of Columbia as the jurisdiction. Save your upload
7. After uploading your ID, select upload again and upload your selfie. Select the same jurisdiction you selected for your photo ID. Save your upload.

Overview of Exam Software

The District of Columbia Court of Appeals stated in its Order issued on June 10, 2020: **"The exam will be administered electronically. All applicants are required to provide their own computer, with webcam and Internet for the exam."** (https://www.dccourts.gov/sites/default/files/2020-06/DCCA_Remote_Bar_Exam_Order_6-10-2020.pdf)

Limited internet service is needed before the exam for checking in. Internet access is needed after the exam to upload exam responses and the video recording of the session. **Applicants will not need access to the internet to write the exam.**

The COA has contracted the services of ExamSoft to provide the software for the exam. Please review the Minimum Standard Requirements you will need to download the exam software.
Windows: https://examsoft.force.com/emcommunity/s/article/Examplify-Minimum-System-Requirements-for-Windows
Mac: https://examsoft.force.com/emcommunity/s/article/Examplify-Minimum-System-Requirements-for-Mac-OS-X

Applicants will be notified by email of the dates for downloading Examplify, the exam software by the end of August. There is no additional charge for Examplify. The download period will be available for no less than seven days in early September. The downloading dates will also be posted on the COA website. Additional information regarding opportunities to take a mock exam and become familiar with Examplify will be contained in Memo #2.

Examplify Features
What will Applicants be able to do within the exam software?

On the MEE and MPT questions Applicants **WILL** be able to:

- ✓ View the question and their response at the same time. For the MPT, Applicants will be able to open the MPT library attachments and view both the attachment and the exam response on the screen.
- ✓ Highlight within the questions.
- ✓ Use "virtual scratch paper" to take notes and/or outline responses. Up to 70,000 characters may be entered on the scratch paper (equal to approximately 25 pages).
- ✓ Cut and paste or drag and drop text within their response and from the virtual scrap paper.

On the MBE question Applicants **WILL** be able to:

- ✓ Highlight text within the questions.
- ✓ Cross out unwanted answers
- ✓ Navigate forward and backward, skip and return to questions.

Applicants **WILL NOT** be able to:

- ✓ Use more than one monitor.
- ✓ Cut and paste or drag and drop text *from the question* to their written response.
- ✓ Underline, circle, or cross out text within the MEE and MBE questions or the MPT materials.
- ✓ Use physical scratch paper, notes, or any other physical reference materials.

Exam Sessions are recorded on video
As with an in-person exam, the administration of the remote exam has security protocols in place to ensure the integrity of the exam. In lieu of live proctors, the exam sessions will be recorded for review after the exam. Applicants are to remain in the frame of the camera for the duration of the exam. If an applicant must take a restroom break, or move out of the frame of the camera for any purpose, the applicant is to briefly state the reason on the video. At no time should applicants state their name during the video. Applicants will not be asked to present personally identifying information during the exam. The testing environment should be free of any personally identifying information.

After the exam the recorded session will automatically upload securely to ExamSoft. All sessions will undergo review by artificial intelligence that is programmed to detect suspicious behavior or incidents that may indicate cheating. A security memo with further details clarifying behaviors or incidents during the exam which may cause a recorded session to be flagged for escalated review. When necessary, escalated review will be conducted by human proctors. Proctors will not have access to applicants' names or any personally identifying information.

Videos will not be preserved beyond the time needed for the purpose of confirming conduct during the exam sessions. Further information regarding privacy and security of

Applicant information will be provided in the security memo Applicants will receive before the exam.

Passing Score

The passing score for the District of Columbia October 2020 Remote Exam for Bar Admission ("remote exam") is the same as for the Uniform Bar Exam ("UBE"): **266**. The weighting for the remote exam will be same as for the UBE: 20% Multistate Performance Test, 30% Multistate Essay Examination and 50% Multiple Choice Questions. Please note that although the Multiple Choice questions are taken from the National Conference of Bar Examiners' Multistate Bar Exam, the 100 questions used on the remote exam do not constitute an "MBE".

Reciprocity

The COA has signed reciprocity agreements with Connecticut, Illinois, Kentucky, Maryland, Massachusetts, New Jersey, Ohio, Oregon, Tennessee and Vermont. Please check the website regularly for updates on the list of reciprocal jurisdictions. Applicants who attain a passing score as set by the jurisdiction to which they wish to apply must also meet all other admission requirements for that jurisdiction. COA will provide a roster of applicants with passing scores to the jurisdictions who have signed the reciprocity agreement. This will avoid delays in transferring scores. Applicants who do not wish to have their scores shared for the purpose of applying to another jurisdiction will have the opportunity to opt out of the score transfer roster process before the exam.

Good luck with your exam study.