



THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS

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OCTOBER 2001 FIRST-YEAR LAW STUDENTS' EXAMINATION

EXAMINATION ADMINISTRATION INSTRUCTIONS

SCHEDULE OF EXAMINATION

The examination will be administered on Tuesday, October 2, 2001. There will be a morning and an afternoon session. The morning session will be a maximum of four hours in duration, and the afternoon session will be a maximum of three hours. Instructions for the morning session will commence promptly at 8:00 a.m. and all examinees should be seated no later than 7:50 a.m. Instructions for the afternoon session will begin promptly at 2:00 p.m. and all examinees should be seated no later than 1:50 p.m. The examination rooms will be opened approximately 15 minutes prior to the time instructions begin.

-Inspection of manual, standard electronic typewriters and word processing machines will be conducted from 2:00 to 4:00 p.m. on Monday, October 1, 2001.

DESCRIPTION AND GRADING OF THE EXAMINATION

Four (4) essay questions will be presented during the morning session and 100 multiple-choice questions during the afternoon session.

An applicant's multiple-choice raw score will be the number of items answered correctly. Multiple-choice raw scores will be converted to a 400-point scale. This process adjusts for possible differences between administrations of the examination in the average difficulty of their

multiple-choice items. As a result, an applicant's multiple-choice score will not be affected by the difficulty of the particular version of the examination that the applicant takes.

An applicant's raw score on an essay question can range between 40 and 100. Total raw essay scores can therefore range between 160 and 400 points. Total raw essay scores will be converted to the same 400-point scale of measurement as that used for the multiple-choice portion. This is done to adjust for possible differences between administrations of the examination in the average difficulty of their essay questions and for variations in grader standards. Consequently, an applicant's adjusted essay score on the 400-point scale will not be affected by possible differences between administrations in the difficulty of the essay questions or by fluctuations in grader standards.

An applicant's total score on the examination is the sum of that applicant's converted scores on the multiple-choice and essay sections. This step gives these sections equal weight in determining the total score. Applicants need a total score of 560 or higher to pass the examination.

GENERAL INSTRUCTIONS

Study these instructions before coming to the examination and follow them carefully.

1. Your admittance card is enclosed. It contains your application number and your registration number. Show your card to the proctor when you

enter the test center. Keep it in your possession throughout the examination.

2. All extraneous objects, including but not limited to programmable and/or **digital watches**, handbags, briefcases, backpacks, baseball caps, cellular phones and pagers will be barred from the examination area. (An extra typewriter or word processor is not an extraneous object.) If such items are brought to the test center, you will be required to leave them **at your own risk** outside the examination area. Small plastic bags will be provided for carrying medication, hygiene items and other necessities into the examination area.

You may not have any books, briefcases, notes, outlines or other material on your person, at your seating space or otherwise available during the examination. If you are suspected of having violated The Committee of Bar Examiners (Committee) examination rules by having such materials, you will be charged in accordance with Rule XII of the *Rules Regulating Admission to Practice Law in California (Rules)*.

The Committee does not accept any responsibility for the loss of personal property, including typewriters or word processors.

3. Upon arrival at your seating space, you will find an identification badge that will serve as your identification credential during administration of the examination. You must fasten the badge to the front of your clothing (e.g., shirt, blouse, jacket, etc.) so that it may be easily seen by proctors. You will be told to relocate it if the identification badge is not placed in the appropriate area. Leave the badge at your seating space during the lunch break. At the conclusion of the examination, you may take the badge with you.

4. Enter your application number in large, bold figures in the upper right-hand corner of each essay answer book cover. Do so whether or not you write in a particular book. Print your name on the appropriate line of each book cover and write your usual signature on the line provided.

Do not put your name, initials, number or other identifying marks elsewhere on or in the answer books. The tab containing your name, signature and number will be removed after the examination is completed. The answer books will not thereafter be identified by name or examinee number until the grading process is completed.

5. You are not allowed to make notes from memory prior to the start of an examination. Scratch paper will be distributed with the essay questions. No scratch paper is allowed for the multiple-choice portion of the examination. You are permitted to bring in and use paper clips and highlighters (not on your answers) and a ruler. No correction fluid or post-its are permitted.

6. There is a separate answer book for each essay question in the examination, numbered to correspond to the number of the question. Please be certain that you answer Question No. 1 in Book No. 1, etc. Each book goes to a different reader. Consequently, an answer written in a wrong book might be overlooked and you might not receive credit for it.

7. Please write on every line of the essay answer books. Use both sides of the paper, unless you are using a felt tip pen, in which case you should write on only one side. If you need additional paper, you may obtain white, ruled paper from the proctor. **Nothing written on scratch paper will be accepted or graded.**

8. Write as legibly as possible. You are to write your essay answers with a **black** ink or **black** ball point or felt tip pen. Essay answers written in pencil are not acceptable; however, you must use pencil for the multiple-choice portion of the examination. Bring several **sharpened pencils**. No sharpeners will be available at the test center.

9. Remain alert to the passage of time. **You will have 4 hours for 4 essay questions, or an average of 1 hour for each question. You will have 3 hours for 100 multiple-choice questions.**

Wall clocks will **not** be provided in the examination

rooms. Electronic timing devices may be brought into the examination rooms, but are to be used solely for the determination of the passage of time. **They must be absolutely silent** and are not to exceed the dimensions of 5½" x 2½" x 1". **Please note** that non-electronic timing devices that make noise, including watches and clocks, that beep or otherwise disturb other examinees are not permitted and will be confiscated by the proctors.

10. At the end of each session, remain seated until dismissed. Deliver **all** of your essay answer books in numerical order, including those you may not have written in, to the proctor.

11. It is your responsibility to deliver your examination answers to the proctors. Answers that leave the test center will not be graded.

12. All answers to the multiple-choice portion of the examination must be placed on the answer sheet provided. No extra time will be granted to anyone not complying with this requirement, and only answers marked on the answer sheet will be graded.

13. Please note that extra time is **not** granted to any individual examinee for any reason.

14. The use of any material or equipment for the purpose of sound suppression during the administration of the examination, other than ear plugs or plastic material normally associated with the sport of swimming and for the general purpose of blocking the entry of liquids into the ear, will require the filing of an application for testing accommodations no later than the final filing deadline.

15. You are not permitted to bring beverages and/or food into the examination room. If found, the items will be confiscated. If access to such things are necessary due to a disability, you should refer to the procedures regarding the filing of an application for testing accommodations outlined in the examination application instructions. All testing accommodations applications must be received in complete form by the final filing deadline and

earlier filing is strongly encouraged.

16. Smoking is not permitted in any of the examination rooms. Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinances and state law.

17. If you have completed the examination session or for some other reason are leaving your seating space, please be considerate of others who are still engaged in answering examination questions and subject to being disturbed by the scraping of chairs, heavy footsteps, or conversation just outside the examination area. Your cooperation in keeping noise and distractions to a minimum is essential to the maintenance of proper examination conditions, and your fellow examinees will be grateful for it.

18. You may not leave the building or use the telephone for any reason during the examination sessions. Any examinee leaving the test center during an examination session will not be readmitted during that session. Absolutely no conversation or other communication is permitted between examinees or with other persons except proctors during the examination sessions, whether in the examination room or outside.

19. Examination answers will be collected by the proctors. Your examination questions, used scratch paper and the multiple-choice portion of the examination may not be taken out of the examination room. After completing your examination, place all examination questions and used scratch paper in the envelope provided and your proctor will collect it from you.

20. At some time during the administration of the examination, fingerprints and a handwriting sample will be required.

21. At some time during the examination you will be asked to show a photograph ID card (driver's license, California identification card, passport or photograph employment badge). You must have a photograph identification card with

you at all times during the examination.

22. The proctors' chief function is to monitor the examination; however, the proctors will attempt to assist with any problems that may arise.

23. You may bring a pillow into the test center during the examination. The pillow must not exceed the dimensions of 20" x 26" x 6" and cannot have a pillow case or other type of cover. All pillows are subject to inspection. Pillows not within the specifications or those that create a distraction to other examinees will be removed from the examination room.

24. Baseball caps are not allowed into the examination room. If one is worn or carried into the examination area, you will be asked to remove it to outside the examination room.

DO NOT GRADE POLICY

During administration of the examination, an applicant may request that his or her examination answers not be graded. Each such request shall be granted and the applicant shall not be deemed to have attempted the examination if the applicant has made the request on a form provided by the Committee and if the completed form is received by the staff administering the examination at or before the time the requesting applicant has completed the examination to which the request pertains. A request that an applicant's examination answers not be graded shall not be granted unless it complies with these procedures.

WITHDRAWAL

If you wish to withdraw from the examination, written notification must be received in the State Bar's Office of Admissions no later than 5:00 p.m. on the Friday prior to the examination. If such notice is not received, you will be shown as absent from the examination. There are no refunds, except those permitted under the Committee's policy for refunds due to hospitalization, death or call to active duty or for withdrawals pursuant to the refund schedule published in the addendum to the instructions that accompanied the examination

application. A copy of the Committee's refund policy is available upon request.

The transfer of fees from one examination to another is prohibited.

RESULTS

Result letters from the October 2001 administration of the First-Year Law Students' Examination are scheduled to be mailed to examinees no later than mid-December.