

1. [What is the bar exam?](#)
2. [Who is responsible for giving the bar examination?](#)
3. [When is the bar exam given?](#)
4. [Where is the bar exam held?](#)
5. [What tests are administered at the bar examination?](#)
6. [What is a bar exam proctor?](#)
7. [What qualities does the BBE seek in a proctor?](#)
8. [Who is eligible to become a BBE proctor?](#)
9. [How do I become a proctor?](#)
10. [What happens next?](#)
11. [What is the usual work schedule for a proctor?](#)
12. [What is the compensation for a general proctor?](#)
13. [Are proctors employees of the Massachusetts Judiciary?](#)
14. [If my application is accepted will I work all future bar exams?](#)
15. [Will I be guaranteed the same or a similar proctoring opportunity at each bar exam?](#)
16. [When will I be notified about the opportunity to proctor a bar exam?](#)
17. [Do I have to file a Proctor Application for each bar exam?](#)
18. [Does the Board of Bar Examiners have a Proctor Job Description that I can view?](#)
19. [How do I file an application to become a proctor for the bar exam?](#)
20. [Where do I mail the application?](#)

1. What is the bar exam?

The bar examination is a mandatory professional licensing examination given by the Board of Bar Examiners to law school graduates who have received a Juris Doctorate degree and who wish to practice law in the Commonwealth of Massachusetts.

2. Who is responsible for giving the bar examination?

The [Board of Bar Examiners](#) is entrusted with the responsibility to examine and recommend attorneys who meet the academic and character and fitness requirements to practice law in the Commonwealth of Massachusetts.

3. When is the bar exam given?

The bar exam is administered twice each year on the last Wednesday and the preceding Tuesday in the months of February and July.

4. Where is the bar exam held?

The bar exam is currently held in Boston at one of two major convention sites and in Springfield at Western New England University. The Board of Bar Examiners is required to administer the bar exam in Boston or in a surrounding city or town within 50 miles of Boston.

5. What tests are administered at the bar examination?

Massachusetts administers the Uniform Bar Exam. More information is available at www.ncbe.org/exams/ube.

6. What is a bar exam proctor?

A bar exam proctor assists the Board of Bar Examiners with the administration of the bar exam under general direction and direct supervision.

7. What qualities does the BBE seek in a proctor?

The Board of Bar Examiners seeks persons with experience in proctoring exams, or persons who have supervisory experience, to serve as bar exam proctors. Proctors must be 21 years of age and be a high school or college graduate. Proctors must be proficient in the English language, with the ability to communicate clearly and effectively, and understand and adhere to written and oral direction and instructions. Proctors should have strong organizational skills and be detail-oriented. Proctors must be able to work with, and provide direction to, examinees testing in a stressful environment in a calm and courteous manner. Proctors stand and walk up to 80% of the testing time and must be able to carry and lift test materials. Proctors need to remain attentive and observant when testing is in session. Visit [Proctoring the Massachusetts Bar Exam](#) for more information.

8. Who is eligible to become a BBE proctor?

The Board of Bar Examiners seeks current and retired teachers, professional trainers, university or law school proctors, and other individuals experienced in providing support and instruction to examinees in a classroom or examination setting.

9. How do I become a proctor?

To apply for a proctor position, kindly complete and sign the [Proctor Application](#), and mail to the Board of Bar Examiners, John Adams Courthouse, One Pemberton Square, 5th floor, Boston, MA 02108. Faxed and emailed applications will not be accepted.

10. What happens next?

Upon receipt, the proctor application will be reviewed, provided the applicant meets the stated requirements, he or she will then be sent an email acknowledging acceptance of the application and placed on a list of proctors to be invited to proctor the bar exam when a position becomes available.

11. What is the usual work schedule for a proctor?

Proctors usually work two days to four days in an exam cycle and up to 10-12 hours each day, depending on their particular assignment.

12. What is the compensation for a general proctor?

Daily proctor compensation begins at \$200/day and may be higher depending on the particular assignment.

13. Are proctors employees of the Massachusetts Judiciary?

No, proctors are classified as Massachusetts vendors, not employees.

14. If my application is accepted will I work all future bar exams?

No. Decisions on proctor selection are made for each exam based on the level of experience needed and the number of open positions available for the exam. Typically, more proctor opportunities are available for the July exam than for the February exam.

15. Will I be guaranteed the same or a similar proctoring opportunity at each bar exam?

No proctor, new or experienced, is guaranteed a specific position at any bar exam. Changes in assignment must always be expected.

16. When will I be notified about the opportunity to proctor a bar exam?

Proctors are typically mailed a letter of invite to proctor an exam approximately 60 days prior to the actual exam. Proctors are typically notified of acceptance to proctor the bar exam approximately three weeks prior to start of the actual exam date. In some instances, due to cancellations or unforeseen circumstances, proctors may be contacted via email or telephone regarding availability and their acceptance to proctor the exam.

17. Do I have to file a Proctor Application for each bar exam?

No. Once your application has been accepted you remain active in the proctor database unless you notify us that you are no longer available to proctor.

18. Does the Board of Bar Examiners have a Proctor Job Description that I can view?

Yes, the [Proctor Job Description](#) can be viewed and printed.

19. How do I file an application to become a proctor for the bar exam?

The application is available by clicking [Proctor Application](#). You can complete the fillable online application or the application can be printed and completed by hand.

20. Where do I mail the application?

Please mail the completed and signed application to the:

**Board of Bar Examiners,
John Adams Courthouse, One Pemberton Square Suite 5-140
Boston, MA 02108**

For any additional information, contact the Board of Bar Examiners at (617) 482-4466.