

**SUPREME JUDICIAL COURT**  
**Massachusetts BOARD OF BAR EXAMINERS**

**EXAM DAY INFORMATION**

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**REQUIRED**  
**ITEMS FOR THE  
BAR EXAM**

Examinees **must** bring the following items to the bar exam.

- ❖ Government issued Photo ID
  - ❖ Seating Assignment Notice - Email Notice Two
  - ❖ Examinee Agreement
  - ❖ No. 2 Pencils and Erasers - Wednesday only - MBE
  - ❖ Blue or Black Pens - Thursday only - Essays
  - ❖ Laptop computer and extended power cord and adaptor - Thursday only
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**PROHIBITED**  
**ITEMS FOR THE  
BAR EXAM**

Examinees are **strictly prohibited** from bringing the following items past the security check point and into the exam room.

- ✗ Cell Phones, Personal Electronic Devices, Wireless Activity Trackers
  - ✗ Watches, Clocks, Timers
  - ✗ Backpacks, Briefcases, Hand or Tote Bags, Purses, Luggage
  - ✗ Laptop Computer Bags, Cases, Sleeves
  - ✗ Pencil Sharpeners, Pencil or Pen Cases, Mechanical Pencils, Highlighters
  - ✗ Erasable Ink, Fountain or Felt-tip Pens
  - ✗ Scrap paper, post-it notes, correction fluid or tape, notes, study or bar review materials
  - ✗ Noisy footwear including flip-flops
  - ✗ Earplugs (Earplugs are provided by the Board of Bar Examiners)
  - ✗ Outerwear, Caps, Hats or Hoods worn on the head except for religious or medical need.
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**ALLOWED**  
**ITEMS AT THE  
BAR EXAM**

Examinees **may** bring the following items into the exam room.

- ✓ 1 clear, colorless, label free, a liter or less, **plastic water bottle**.
- ✓ 1 clear, colorless, gallon or less, **plastic storage bag** for personal items including lunch and medication.
- ✓ A **clothing garment**, such as a sweater, if needed

## **EXAM SECURITY POLICY**

*The Security Policy will be strictly enforced by the Board of Bar Examiners.*

### **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

Examinees are not permitted to bring cell phones or any other personal electronic devices into an examination room under any circumstance. Cell phones or other personal electronic devices brought to the exam site must be checked in at the designated area prior to entering the examination room. Cell phones or any other personal electronic devices may not be used on the premises of the exam site during the administration of the bar exam or during the lunch break. Violation of this policy is a breach of the Exam Security Policy and will result in confiscation of the cell phone or personal electronic device, with a report made to the Board of Bar Examiners.

### **PROHIBITED BEHAVIORS or ACTS**

The following list of behaviors or acts is prohibited by the Board of Bar Examiners and may be considered **cheating**, which may result in the immediate disqualification of the examinee's examination.

- i. Writing, typing or erasing or otherwise adding to, altering or subtracting from an examination answer once the end of the examination session is announced.
- ii. Looking at or copying another examinee's test materials.
- iii. Using any test aids in the examination room.
- iv. Removing or attempting to remove any test materials from the examination room.
- v. Using any type of communication or media device to share or exchange information.
- vi. Giving or receiving assistance with any examinee.
- vii. Talking while the examination is in session.
- viii. Being disruptive to the bar examination process by any sound or movement either inside or outside the examination room.
- ix. Being verbally or physically abusive to another examinee, proctor or examination staff.
- x. Falsifying or misrepresenting exam or personal information.

### **LAPTOP COMPUTER EXAMINEES**

All programs, windows and documents **MUST BE CLOSED PRIOR** to entering the examination room. After entering the examination room laptop examinees must launch ExamSoft's **EXAMPLIFY testing software** **immediately** and may **NOT** access the internet, email, notes, study guides, etc. at any time. Laptop computers must be left in the examination room during the lunch break.

Please review information in the document [INFORMATION FOR LAPTOP COMPUTER EXAMINEES](#).

### **STORAGE ITEMS**

Any storage item(s) left unattended in the test center facility will be confiscated by Security Personnel.

***Violation of ANY of the above policies is a breach of the Exam Security Policy and will result in a report made to the Board of Bar Examiners.***

## **GENERAL INFORMATION**

### **ACCESS TO PERSONAL STORED ITEMS**

Examinees **do not have access** to any personal items including cell phones and other personal electronic devices and all other prohibited items while stored in the designated storage area **at any time** during the examination. All stored items must have identification attached. All items left in the designated storage area are left at your own risk.

### **BAR EXAM ABSENCE**

The fees for the bar examination are non-refundable and non-transferrable. If you are absent from the bar exam, you will be required to submit a re-application and pay all applicable fees in order to sit for a subsequent bar exam. Questions regarding fees must be directed to the Clerk's Office.

### **CLOTHING**

**No** outerwear, hats, caps and/or hoods on the head except for religious or medical need are allowed. Examinees are encouraged to wear casual and comfortable clothing and to dress in layers due to temperature variations that may occur in the examination room. An extra garment that is removed during the examination **must** be stored under your chair.

### **EARPLUGS**

Only earplugs provided by the Board of Bar Examiners will be allowed in the examination room.

### **EXAM COMPLETION**

Examinees completing the bar examination early may turn in their test materials to their proctor and may leave at any time prior to the announcement of the fifteen (15) minute warning. Examinees **may not leave** the examination room during the last fifteen (15) minutes of an examination session.

### **EXAMINEE WRISTBANDS**

Examinees **must** wear the wristband distributed by their section proctor once identification has been accepted for **each** testing session.

### **EMERGENCY DURING THE EXAMINATION**

In the event of an illness or medical emergency that occurs during the bar exam, please notify a proctor and appropriate personnel from the test site will be summoned for immediate assistance.

If a personal emergency arises or a personal medical condition warrants emergency treatment you **must** follow the direction of the Board of Bar Examiners regarding the continuance of the exam both for your personal well-being and its impact on other examinees.

### **EVACUATION PROCEDURES DURING THE BAR EXAMINATION**

In the event of an emergency evacuation during the administration of the exam, examinees **must** follow the direction of the Board of Bar Examiners and Public Safety Officials.

### **FOOD and DRINK**

Eating any type of food including candy is not allowed in the examination room. Gum chewing is not allowed. One water bottle as described in the **Allowed Items** is allowed.

### **LATE ARRIVAL**

Examinees arriving at the examination site after the testing period has begun may be permitted to sit for the bar exam with the approval of an authorized representative of the Board of Bar Examiners. **Additional testing time will not be provided under any circumstances.**

## **LUNCH BREAKS**

Lunch breaks of approximately one (1) hour are provided for examinees on each exam day. Examinees are not permitted in the examination rooms during lunch breaks. Keep in mind, however, that traffic at the examination site can be heavy and that the examination resumes promptly at the time announced. For those bringing lunch, it **must** be stored in the one (1) clear, gallon-size plastic storage bag allowed and placed under your chair.

## **NO RE-ENTRY**

If you leave the exam room, for any other reason than using the restroom, you will not be permitted to re-enter until the next testing session.

## **PUBLIC AREAS**

Only examinees and designated test personnel are permitted in the examination rooms and in the public areas immediately adjacent to the examination rooms throughout the examination days.

## **RESTROOM**

Examinees have access to restrooms during the exam. Examinees may not speak with each other or gather in the restrooms or in any areas adjacent to the examination rooms while the examination is in progress. Please note that restroom activity is monitored by proctors during the testing sessions and that examinees are required to sign in and out with the proctor when using the restroom. Examinees are not permitted to leave their seats in the examination room for any reason, including use of the restroom, during the last fifteen (15) minutes of each exam session. If you leave the exam room, for any other reason than using the restroom, you will not be permitted to re-enter until the next testing session.

## **SPECIAL ARRANGEMENTS DUE TO HEALTH-RELATED CONDITIONS**

Examinees who have a health-related condition that can be addressed in a standard examination room and without deviation from the standard testing schedule may request special arrangements. This completed [Request for Special Arrangements due to Health-Related Conditions](#) must be received by the Board of Bar Examiners at least three (3) weeks prior to the exam except in extraordinary circumstances

## **WATCHES, CLOCKS AND TIMERS**

Personal **watches**, clocks and timers of any kind **are not permitted** in the examination room at any time. The examination is electronically timed and the **official time** is kept by the Board of Bar Examiners and posted on clocks visible to all examinees in the standard examination room at the Boston test site. Clocks are placed in all other examinations rooms as well as the Springfield test site.

# **EXAMINATION TESTING SITES**

**FEBRUARY 28 AND MARCH 1, 2018**

### **Boston**

**Boston Convention and Exhibition Center**, 415 Summer Street, Boston, MA 02210  
Tel. (617) 954-2000

### **Springfield**

[Western New England University](#), **Blake School of Law**, 1215 Wilbraham Ave., Springfield, MA 01119  
Tel. (413) 782-3111

# **BAR EXAM HOTEL ROOM BLOCKS AND LODGING**