

**February 2012**

**Florida Bar Examination**

*A Virtual Tour*

The Florida Board of Bar Examiners congratulates you on your achievements that bring you to this point in your career. The Florida Bar Examination is a high-stakes, professional examination that requires a great deal of preparation and study. We recognize that it involves a considerable investment of your time and resources, and that your future endeavors hinge on your success in passing this important test.

The Florida Board of Bar Examiners has prepared this information to familiarize you with the bar examination process. It is our hope that it will help you prepare for examination day, and allow you to focus on studying so that you perform to the best of your ability.

# February 2012 Examination Deadlines



## 1. Exam Ticket - required for everyone

File your application\* *timely by November 15*. Thereafter, late fees accrue up until the *January 15 cut-off date* to apply for this examination (no exceptions and no time extensions).

## 2. Laptop Program - optional, by request

(a) Apply for and pay the \$125 laptop fee *timely by November 15*. Take note of the *January 1 cut-off date* to apply for the laptop program (no exceptions and no time extensions).

(b) Register and qualify with ExamSoft from November 15 - January 15 (no exceptions, no time extensions, and no refund of the laptop fee). Registration cannot commence until you have been issued a ticket of admission into the examination.

## 3. Test Accommodations - available by petition

Submit the required paperwork for the petition process as early as possible ahead of the *November 15 timely deadline*. Thereafter, late fees accrue up until the *January 15 cut-off date* for petitions to be considered for this examination (no exceptions and no time extensions).

\* Bar Application (including Section D), Supplement to Registrant Bar Application (including the Re-Examination/Conversion Application), or Re-Examination Application

Detailed information, forms, and instructions are available on this website.

Let's look first at the application process. Three separate exam-related issues are deadline driven: 1) entrance to the exam; 2) participation in the laptop program; and 3) petitions for test accommodations. The specific dates are detailed on this slide for your reference. Note that these are firm deadlines.

1) Everyone is required to submit a Bar Application, or Supplement to Registrant Bar Application if you previously filed as a law student, as well as the Examination Application in order to be issued a ticket into the examination. If you later wish to apply for a subsequent examination, you must submit a Re-Examination application each and every time you wish to take the bar examination.

2) Everyone electing to use his or her personal laptop computer for the essay portion of the bar examination must pay the \$125 laptop fee. You must also register and qualify the computer you will use for the examination. This must be done through the ExamSoft website during the timeframe established. There are no exceptions to the registration and qualification time frame, nor any refunds of the laptop fee.

3) Any applicant seeking test accommodations under the Americans with Disabilities Act Amendments Act (ADAAA) is encouraged to submit the required documentation for petition as early as possible. Some of the forms must be completed by outside sources, so an early start is recommended. Petitions received after the cut-off date will not be considered for that administration of the bar examination. Detailed information, forms, and filing instructions are available on this website.

# Examination Site



**Examination Dates:**  
Tuesday & Wednesday,  
February 28-29, 2012

**Examination Site:**  
Tampa Convention Center,  
Downtown - Tampa, Florida

**Hotel Information:**  
Available on this website  
under FAQs for the bar  
examination

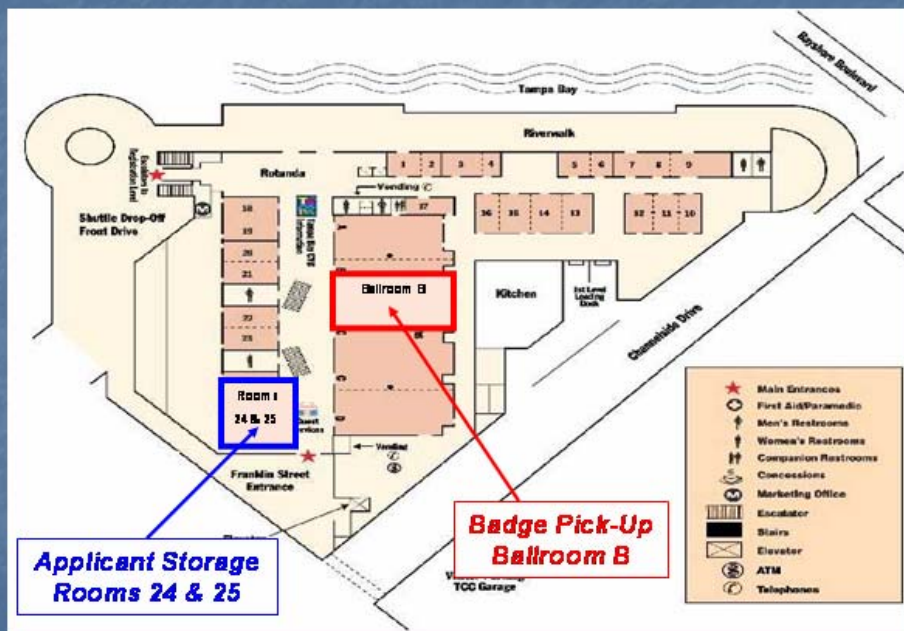
**Transportation & Parking:**  
When selecting hotel, be  
sure to inquire about  
shuttle service and walking  
distance to the Tampa  
Convention Center.

The bar examination will be held on the last consecutive Tuesday and Wednesday in the months of February and July at the Tampa Convention Center in downtown Tampa.

Hotel information is available on the board's website under the FAQs for the bar examination. You are responsible for your own transportation, parking, hotel accommodations, and meals. Your early attention to these necessary details is encouraged, particularly with regard to hotel reservations.

Because downtown traffic and parking can be unpredictable, be sure when considering area hotels to inquire about the hotel's proximity to the Tampa Convention Center -- whether it is within walking distance, or if the hotel will be providing shuttle service on the mornings of the bar examination.

## Tampa Convention Center – 1<sup>st</sup> Floor or Lower Level Applicant Storage Rooms & Badge Pick-Up

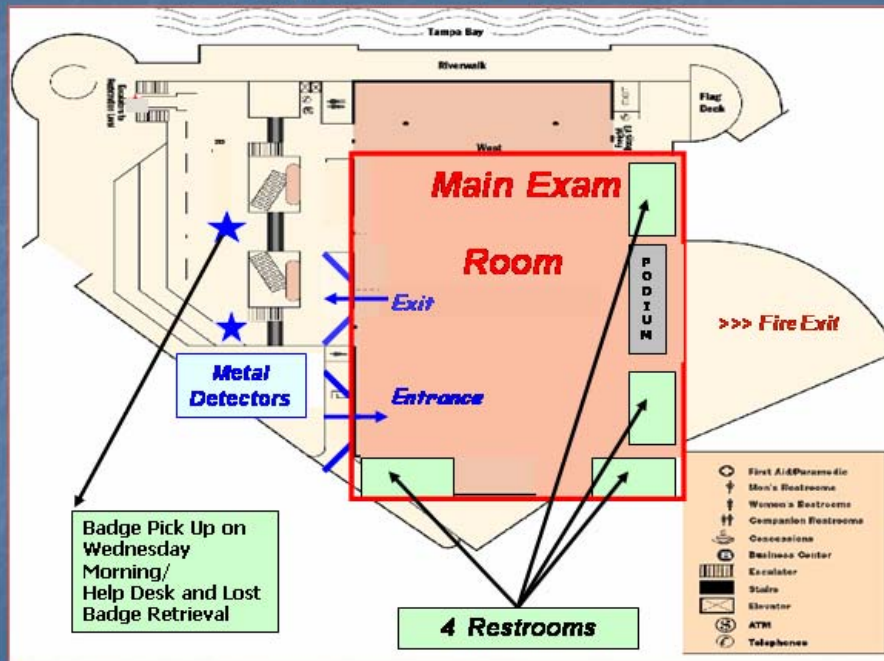


You may find it helpful to familiarize yourself with the layout of the Tampa Convention Center prior to your arrival.

This diagram of the test site depicts the Lower Level, or 1<sup>st</sup> floor, of the Tampa Convention Center, where the Applicant Storage Rooms are located.

On Tuesday morning, badge distribution takes place at Ballroom B on this Lower Level as well. Applicants receiving test accommodations will pick up their badges at a separate locale disclosed by letter once accommodations are granted.

## Tampa Convention Center – 2<sup>nd</sup> Floor & Mezzanine (Upper Level & Main Floor)



This diagram depicts the Mezzanine Level and the Upper Level of the Tampa Convention Center. Metal detectors will be set-up on the Mezzanine Level for security clearance.

Once you have been cleared through the metal detectors, you may proceed to the Main Examination Room entrance. You may enter when the doors are opened.

Lunch concessions will also be set-up in this area during your lunch break.

# Key Locations (within Tampa Convention Center)

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Applicant Storage Area . . .	Rooms 24 & 25, Lower Level
Photo Badge Pick-Up . . . . .	Tuesday morning in Ballroom B, Lower Level Wednesday morning at top of escalators on Mezzanine level
Help Desk .....	Tuesday morning outside Ballroom B Wednesday, all day, on Mezzanine Level
Lost Badges.....	Tuesday afternoon, all day Wednesday, on Mezzanine Level
Metal Detectors . . . . .	Foot of stairs, Mezzanine Level
Public Restrooms . . . . .	Upper Level, outside main exam room entrances
Main Examination Room . .	Upper Level, East/West Hall, Main Floor
Restrooms (4 inside Main Exam Room) . . . . .	2 in front of room near podium 1 on right side of room near front 1 on right side of room near back

Some key locations within the test site are noted here for your reference. Please take special note that there are restrooms located inside the examination room. Water fountains are also located at the restroom entrances.

While restroom facilities are available to applicants throughout the Convention Center, it is imperative that you understand that once you have entered the examination room, you must not leave until you have completed that testing session. You should use the restrooms inside the examination room. If you leave the examination room for any reason, you will not be permitted re-entry until the next testing session.

# Testing Format & Schedule

## Tuesday Format

Part A – Florida portion

3 essays in the morning session and  
100 multiple-choice in the afternoon

## Wednesday Format

Part B – Multistate Bar Examination (MBE)

100 multiple-choice in the morning session  
and 100 multiple-choice in the afternoon



### Morning Sessions

7:30 a.m. – 8:30 a.m.	Arrival & Badge Distribution
8:30 a.m. – 9:10 a.m.	Examination Room Entry
9:10 a.m. – 9:30 a.m.	Test Instructions
9:30 a.m. – 12:30 p.m.	Session I

### Afternoon Sessions

12:30 p.m. – 1:30 p.m.	Lunch Break (on your own)
1:25 p.m. – 1:45 p.m.	Examination Room Entry
1:45 p.m. – 2:00 p.m.	Test Instructions
2:00 p.m. – 5:00 p.m.	Session II

The Florida Bar Examination consists of two parts. Part A, the Florida portion, is administered on Tuesday, and is composed of three essay questions during the morning session and 100 multiple-choice questions during the afternoon session.

Part B, the Multistate Bar Examination, is administered on Wednesday, and is composed of 100 multiple-choice questions during the morning session and 100 multiple-choice questions during the afternoon session. Both days are administered on this testing schedule.

Applicants receiving test accommodations are provided their schedules, including arrival time and location, by letter.

# DO Bring to the Examination



- Ticket of Admission
- Photo ID (driver's license or other government issued picture ID)
- Laptop (only if you timely applied, registered and qualified)
- Jacket or sweater (without hoods)
- Dollar bills for lunch
- One key (car or hotel room)
- Medication required for medical condition (in labeled container placed in a clear plastic bag)



No other items will be permitted in the examination room. Pencils, pens, and scratch paper will be provided.

It will be very helpful to you to review what items are and are not allowed at the examination site. Ideally, you will not need to go to the added expense, time, and trouble to store any personal belongings. Listed on this slide are the items you should bring to the examination.

Please note that pencils and pens will be provided for you. Extra blank pages are provided in the essay test booklets for you to use as scratch paper. You are also free to write in your multiple-choice test booklets; however, your answers must be marked on the answer sheets provided.

For laptop users, you may bring an external mouse or keyboard, only if they will be attached to your laptop; wireless devices are not permitted. If your power cord is not at least 8 foot long, you must also bring an extension cord.

## Sample of Items **NOT** Permitted in the Examination Room

(must be stored in the Applicant Storage Area)



***NO*** ... book bags, eyeglass cases, backpacks, purses, wallets, notes, books, study materials, cellular telephones, beepers, watches or clocks with audible alarms, calculators, computers, or other electronic devices



***NO*** ... highlighter markers, pencils, pens, headphones, earplugs with wires, diskettes or CDs, hats or baseball caps, food or liquids

It is critical that you understand what items are not permitted in the examination room. Materials will be confiscated from anyone found in violation of this rule, and the incident will be reported to the board's investigative staff and reviewed. That investigative process may delay admission.

No head gear may be worn (including hoods on sweatshirts), with the exception of religious apparel provided it does not contain a brim or otherwise obscure the view of the applicant's facial features.

Be aware, too, that the Tampa Convention Center prohibits bringing outside food and beverages into the facility (with the exception of a medical necessity that has been pre-authorized through the Florida Board of Bar Examiners). Food vendors within the Convention Center will be open and available to you during the lunch.

## **Examination Day – Arrive by 7:30 a.m.**



**Arrive by 7:30 a.m.**

**Store any personal belongings.**

**Collect your photo badge.**

**Proceed to the metal detectors.**

**Enter exam room and locate seat.**

You will have a number of tasks to accomplish on the morning of the examination prior to the start of the test. Many other applicants will be focused on these same tasks, so there is the expected hustle and bustle of a crowded public environment. It is to your advantage to arrive by the designated time, and to know where to go and what to do, to ensure you are settled prior to the start of test instructions.

When you arrive at the Tampa Convention Center, you should go first to the Lower Level to store any personal belongings, and to pick up your photo ID badge.

# Store Any Personal Belongings



## Location:

Rooms 24 & 25  
Lower Level

## Cost:

No charge

## Hours of Operation:

7:00 am – 10:00 am  
&  
3:00 pm – 6:00 pm

(*not* open during  
lunch break)

You are encouraged not to bring any personal items to the bar examination. Items not specifically permitted into the examination room must be placed in the storage area on the Lower Level that is provided for applicants by the Tampa Convention Center. Neither the Florida Board of Bar Examiners nor the Tampa Convention Center is responsible for the security of items not stored in the storage area.

There is no cost to store your personal items. Hours of operation are from 7:00 am – 10:00 am and from 3:00 pm – 6:00 pm. The storage area will not be open or accessible to you during the lunch break.

The board is aware that on occasion applicants are faced with inclement weather on one or both days of the examination. The board has arranged with the Tampa Convention Center to provide a complimentary storage area for umbrellas outside of Rooms 24 and 25. Please note, however, that security will not be provided for items left in this area.

# Collect Your Photo Badge

**TICKET OF ADMISSION INTO THE GENERAL BAR EXAMINATION**  
Tampa Convention Center, 333 South Franklin St., Tampa, FL  
February 28-29, 2012 – Parts A & B

Name: Joe Smith File Number: 10032

**Return to Registration Station Only**  
1. Report to the examination site at 7:15 a.m. (or the time assigned to you. If granted test accommodations).  
2. Present this signed Ticket of Admission at the registration tables to receive your photo badge.  
3. Wear your photo badge and carry it your table at the bar tables to be used for examination.

**Section of Closed Areas with Access for Candidates**  
I certify that I intend to bring any of the items listed below into the examination room during any of the scheduled testing sessions. Further, I understand that any such item(s) found in violation of this rule may constitute a candidate issue requiring an explanation before the Board, and the item(s) will be confiscated until the conclusion of the examination.

- Cellular telephones, beepers, or any wireless communication devices
- Purse, book bags, or backpacks
- Notes, books, paper, or any study materials
- Calculators, pagers, pDA's, handheld computers, or any electronic
- Watches or clocks with audible alarm

Signed: Joe Smith

You are required to read and sign this pledge before entering the examination room.

Time: Upon arrival

Present:  
Signed examination ticket

Location:  
Registration tables in  
Ballroom B – Lower Level

(alpha by laptop users  
and non-laptop users)



When you arrive, and once you have stored any personal belongings, present your signed ticket at the registration stations set-up on the Lower Level. If you do not have your ticket, you **MUST** have a proper photo ID (driver's license or other government issued picture ID) to receive your photo badge.

There will be separate registration stations for laptop users and non-laptop users. At each registration station, the tables will display large signs dividing applicants' names alphabetically. The lines can get long, so be sure you are at the right station (laptop or non-laptop) and at the right table alphabetically to pick up your badge.

Make a point to sign your exam ticket before you reach the table, as this will help speed the process. Your signature on the ticket is your pledge that you will comply with security restrictions in place at the testing site.

# Responsibility for Your Photo Badge

Display your photo badge at all times while at the testing site: on the front corner of your table during testing, and on your lapel or collar when away from your seat (i.e., restroom, lunch, metal detectors, etc.).

Take your photo badge with you at the end of the day IF you will be returning for another day of testing. This is your entry to the next testing session. On your final day of testing, leave your photo badge on your table when you have completed all testing.



When you have received your photo badge, clip it to your shirt pocket or collar so that it is prominently displayed, then proceed up the escalators to the Mezzanine Level for security clearance through the metal detectors. You must have a photo badge for security clearance and to enter the examination room.

Take your photo badge with you at the lunch break and at the end of the testing day IF you will be returning for another day of testing. If it is your last day of testing, leave your photo badge on your desk at the end of the day.

If you misplace your badge, go to the help desk on the Mezzanine Level prior to getting in line at the metal detectors for the next session; you will not be allowed to re-enter the examination room without your badge.

# Proceed to the Metal Detectors



- Present your photo badge at the metal detectors.
- Follow instructions of personnel operating that checkpoint.
- Laptop users are permitted only:
  - laptop
  - power cord
  - battery
  - keyboard (non-wireless)
  - mouse (non-wireless)
  - 6'-8' extension cord
  - *no carry cases, CDs, diskettes, or USB keys*

Present your photo badge at the metal detectors and follow the instructions of the personnel operating that checkpoint. You must place any metallic items on the tables provided.

Applicants using laptops are restricted to the items listed on this slide. Carrying cases must be stored in the storage area provided on the Lower Level prior to entering the Metal Detector lines. Please also make sure to remove any CDs and DVDs from your computer before arriving at the examination site. CDs or DVDs confiscated at the metal detectors or by the board's staff at any time will not be returned.

Once you have been cleared, proceed up the steps to the Upper Level where the Main Examination Room is located. You may enter the examination room when the doors are opened. Once you are inside the examination room, you will need to locate your seat. Your badge number is your seat number.

# Inside the Examination Room

- Row Signs – The range of seat numbers in each row is posted at the end of each row with an arrow indicating which way that row runs (up or down).



- Seating Pattern – Seats run numerically up and down rows in a snaking pattern starting at the left, front corner of the room.

Inside the examination room, there are row signs posted that list the range of seat numbers for each row. This will help you determine the row in which your seat number falls. The arrow is your indication of whether the numbers run up or down that particular side of the row.

## Row Signs



You can see that the examination room is quite large, so it will be very helpful to you in finding your seat to understand the signs. There will also be monitors circulating to assist you in finding your seat, if necessary.

Once you have located your seat, please remain at your desk and familiarize yourself with the information and directions at your desk.

# Locating Your Seat

- Your badge number is your seat number.
- Your badge number and your name appear on the Desk Position Card placed at your assigned seat.
- Do not remove your Desk Position Card from your desk at any time.



Part A	Smith, Tom	Part B
00545		
LEAVE AT DESK POSITION		
PLEDGE		
On my honor, I have neither given nor received unauthorized aid, directly or indirectly, on the General Bar Examination. I have not observed anyone else give or receive unauthorized aid on this examination.		
Signature: _____		
Date: _____		

When you have located the seat bearing your badge number, you will find a desk position card with your name and badge number printed on it. Leave it on your desk at all times. Removal of your desk position card will result in your not receiving a test book for the next session.

Display your photo badge prominently on the corner of your desk. Read the instruction sheet provided at your desk position, but do not open the test booklet until the announcement from the podium to begin the examination.

# Applicants Using Laptops

Applicants using laptops are assigned to the lowest seat numbers starting in Row 1. Find your seat and promptly:

- Set-up and boot-up your computer.
- Read and follow the ExamSoft instructions at your desk position.
- Proceed to the STOP sign on your screen in the ExamSoft program, and await further instructions from the podium.



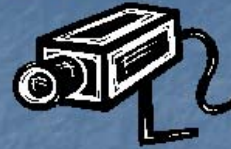
- Before the examination starts, ExamSoft site engineers will be stationed on the left side of the room for technical assistance.
- During the exam, raise two fingers to signal an ExamSoft site engineer for any technical issues.
- If your computer fails, begin hand writing your answers. Monitors will be circulating with extra blue books and pens.
- You are required to leave your laptop at your desk during the lunch break and afternoon session.

Applicants using laptop computers will be assigned to low seat numbers, which start in Row 1. Remembering this will make it easier to locate your seat. That area will have electrical outlets installed for laptop use. Applicants using laptops should begin setting up their computers as soon as they have located their assigned seats, and then read and follow the instructions at their desk position.

ExamSoft engineers will be stationed in the examination room to assist with technical issues, and can be signaled during the examination by raising two fingers as depicted here. If you experience computer problems, be prepared to begin hand writing your answers immediately. Again, do not open any test booklets until the announcement from the podium to begin the examination.

You are required to leave your laptop computer at your desk during lunch and until the end of the first day of testing. This will limit disturbances while the examination is ongoing. Security is provided during lunch time in the examination room.

# During the Examination



- Video surveillance will be in use.
- Monitors, proctors, and administrators circulate throughout each testing session.
- Once you have entered the examination room, use restrooms inside the examination room.
- If you finish the session early, turn in your papers outside the examination room door.
- During the last 15 minutes of each testing session, you must remain in your seat. No one is permitted to visit the restrooms or leave the examination room until time is called and all papers are collected.

Remember that you will not be permitted to re-enter the examination room if you exit for any reason. Be sure to use restrooms inside the examination room, if you plan to go back to continue with your examination. For applicants finishing the test session early, test papers should be turned in outside the examination room door.

Please be aware that the last 15 minutes of each testing session is restricted in that no one is allowed to leave their seats for any reason. If you finish your examination during the last 15 minutes, you must remain seated until time is called and all papers are collected.

## Restrooms Inside the Examination Room

There are restrooms and water fountains inside the examination room located as follows:



- Front of room on either side of podium



- Side of room, close to the front



- Side of room, close to the back

Applicants are required to sign in and out to use the restrooms during the examination.

Restrooms are closed during the last 15 minutes of each test session.

Restrooms and water fountains are located inside the examination room at the front and at the side of the room as indicated on this slide.

If you go to the restroom or water fountain during the testing session, remember to use those located inside the examination room. You will take your photo badge and test materials with you to the proctor table at the restroom entrance; then, retrieve your photo badge and test materials when you exit the restroom and return to your seat. Proctors are assigned to these locations to ensure that test materials are properly handled, and that no talking takes place by anyone using the facilities.

# Announcement to “STOP”



- Countdown clocks are located throughout the examination room, and announcements are made toward the end of each testing session: “15 minutes remaining,” “5 minutes remaining,” and “1 minute remaining.”
- When the announcement to “STOP” is given, stop typing, stop writing, and put your pencil or pen down. No further marks or erasures of any kind are permitted once time has been called.
- Monitors, proctors, and administrators will be circulating to strictly enforce this rule. Violations, regardless of severity or intent, will be thoroughly investigated.



There are multiple large countdown clocks easily visible throughout the examination room. As the test session draws to a close, the time remaining will be announced from the podium at 15 minutes, 5 minutes, and 1 minute remaining.

When you hear the announcement to STOP, put your pen or pencil down. Do not continue to write, type, or make any marks or erasures. Monitors, proctors, and administrators will be circulating throughout the room to strictly enforce this rule.

# Grades Release

Grades release is scheduled for Monday, April 23, 2012.

On that date:

- Pass/Fail results are posted on the Supreme Court's website:

<http://www.floridasupremecourt.org/barscores/index.shtml>

- Individual scores are mailed to applicants.

Be sure your current address is on file in the board's office, and make 3 important notes for yourself:

1. The scheduled date for grades release;
2. The Supreme Court's website; and
3. Your file number, which is necessary to access your pass/fail result.

Make note of the scheduled date for grades release for this bar examination, which is shown in gold on this slide. On that date, results will be posted on the internet, and individual scores will be mailed through the U.S. postal service to the address you have on file with the board's office on that date. Examination results are not available over the phone from either the board's office or the Supreme Court.

It is important to maintain an updated mailing address with the board at all times, and particularly to ensure the timely receipt of your examination scores. It is also important that you have your file number to access your results on the internet the day of grades release. Your file number is referenced on all board correspondence to you. It is also on your ticket of admission.

Be aware that you will not be able to obtain your file number by calling the board's office, as that information cannot be given out over the telephone for confidentiality reasons. Without your file number, you will be unable to access your results on the Internet, and you will have to await notification of your results by mail.

## Our Goal ...

**“Our goal is the secure, fair, and efficient administration of the bar examination.”**

*Your compliance with the established rules and procedures will promote a positive examination experience.*

While rules and procedures may seem overly restrictive, please understand that the policies and systems in place have been painstakingly developed over many years of experience administering the Florida Bar Examination. Administrators and staff at the testing site work very hard – both in the examination room and behind the scenes – to ensure that systems and procedures flow as seamlessly as possible. We want everything to go smoothly for you on exam day and we work extremely hard to plan for as many contingencies as possible. Your diligent preparation and planning for the administration of the examination will go a long way to making it a smooth testing experience.

We are very proud to have an experienced staff that attend the bar examination regularly. Many have administered more than twenty examinations. It is our goal to administer the examination in a secure environment (both in terms of safety and test integrity), and in a manner that is fair to all applicants as well as efficient in process.

The board and staff assert our commitment to you in providing a secure, fair, and efficient bar examination. It is our hope that the information presented in this virtual tour will be helpful to you in preparing for this important milestone in your career.