

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.

It is our hope that this presentation will answer some of your questions and help you better prepare for examination day.

PERSONAL HEALTH CONSIDERATIONS



- Face masks are optional.
- Badge pick-up and examination entrance times are staggered to reduce the number of people in lines at the same time.
- Examinees will be seated at an 8-foot table, with one other applicant. The tables will be spread as far apart as is possible.
- You may bring a travel-size hand sanitizer if you wish; sanitizer will be available in the restrooms and throughout the Convention Center.
- Water fountains will be available; however, you may bring a clear unlabeled plastic water bottle (24 ounces or less).



While we are happy to be able to continue with in-person examination, we are aware that personal health considerations are still of concern and applicants may be interested in what the board is doing to mitigate chances of infection at the examination site.

If you would like, you may bring and wear a mask while in the Convention Center; however, masks are entirely optional.

In an effort to reduce the number of people in lines and checkpoints at any one time, badge pick-up and examination entrance times will be staggered.

Applicants will be seated with one other applicant at an eight-foot table. Your assigned table will remain your table throughout the examination.

Hand sanitizer will be available in the restrooms and throughout the Convention Center.

Water fountains will be available; however, you may bring one clear unlabeled plastic water bottle (24 ounces or less), with a lid, with you to the examination.

APPLICANT RESPONSIBILITIES

The ability to administer the February 2024 examination consistent with public health guidelines will only be possible with the cooperation of all applicants.

All examinees have certified that they have not been advised by a health professional to isolate for a positive test for COVID-19 or to quarantine for exposure to COVID-19.

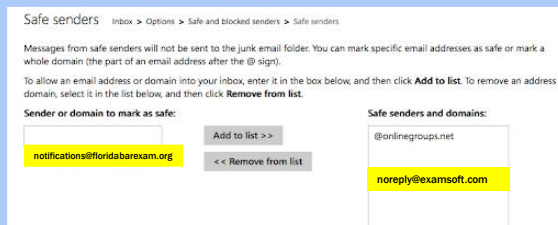
We must help each other by following public health guidelines whenever possible. Every examinee will sign a ticket of admission by which you have agreed to the testing conditions highlighted above.

Please be assured that if you are unable to take the examination because of a positive test for or exposure to COVID-19, upon presentation of documentation for either situation, the postponement fee will be waived and any laptop fee paid will be transferred to a future examination.



COMMUNICATION IS EVERYTHING

- Maintain valid email address
- Regularly check portal correspondence
- List in your contacts and whitelist:
notifications@floridabarexam.org and noreply@examsoft.com



Exam related emails include instructions on how to register and how to install the exam software. **IF YOU DO NOT FOLLOW THESE INSTRUCTIONS BY THE DEADLINE YOU WILL NOT BE ALLOWED TO UTILIZE YOUR LAPTOP ON THE ESSAY PORTION OF THE EXAMINATION.**

It is **critically important** that you provide a valid email address that will remain valid as you continue the admissions process. If your email address should change, it is **critically important** that you update your profile in your Florida Board of Bar Examiners applicant portal to reflect the new email address.

Make it a regular habit to check your applicant portal for new correspondence regarding the bar examination, such as your ticket of admission, acknowledgment of received items, and notification of any important messages regarding the administration of the bar examination. The board's emails regarding the examination will always have a subject line beginning with **FEBRUARY 2024 FL BAR EXAM**, so you can search for that term and find them if needed.

The board will email you instructions on how to register with the exam software vendor and how to install the vendor's software. If you change your email address and do not notify the board, **you will not receive these instructions and will not be able to utilize your laptop on the essay portion of the examination.** These emails will be sent from Examsoft (noreply@examsoft.com).

We recommend you add this email address to your list of contacts and your computer's "whitelist" to make sure exam-related emails do not end up in your spam folder.

BE RESOURCEFUL, STAY INFORMED

VISIT YOUR APPLICANT PORTAL WEEKLY

Visit Board's website: www.floridabarexam.org

Visit the NCBE website: www.ncbex.org
(MBE & MPRE)

AVAILABLE ON BOARD'S WEBSITE:

- **Test Specifications (updated March 2023)**
- **Florida Bar Examination Study Guide**

Be resourceful and stay informed by visiting the board's website and making use of the other resources you see here. Many of your questions can be answered by using the resources you see above. Remember that your applicant portal is likely THE most important resource.

Visit your applicant portal on a weekly basis to check for correspondence from the board. Visit the board's website where you will find Test Specifications that inform you on the subjects with sub-topics to be tested and Study Guides that are regularly updated with essay questions from the last examination and sample Florida multiple-choice questions. In March 2023, the board posted updated test specifications. The board also announced that subjects Trusts and UCC Articles 3 and 9 will be primarily tested by multiple-choice items beginning in July 2023.

Finally, the board and staff of the Florida Board of Bar Examiners place great importance on being respectful and helpful to all applicants as you navigate bar admission. We are here to help and encourage you to use your portal to contact the staff with any questions you may have.

EXAMINATION SITE



- **Examination Dates:**
Tuesday & Wednesday,
February 27-28, 2024
- **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
walking distance to the
Tampa Convention Center.
 - All applicants will be
required to leave the
Convention Center during
the lunch breaks. There will
be no food vendors at the
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, such as whether it is within walking distance.

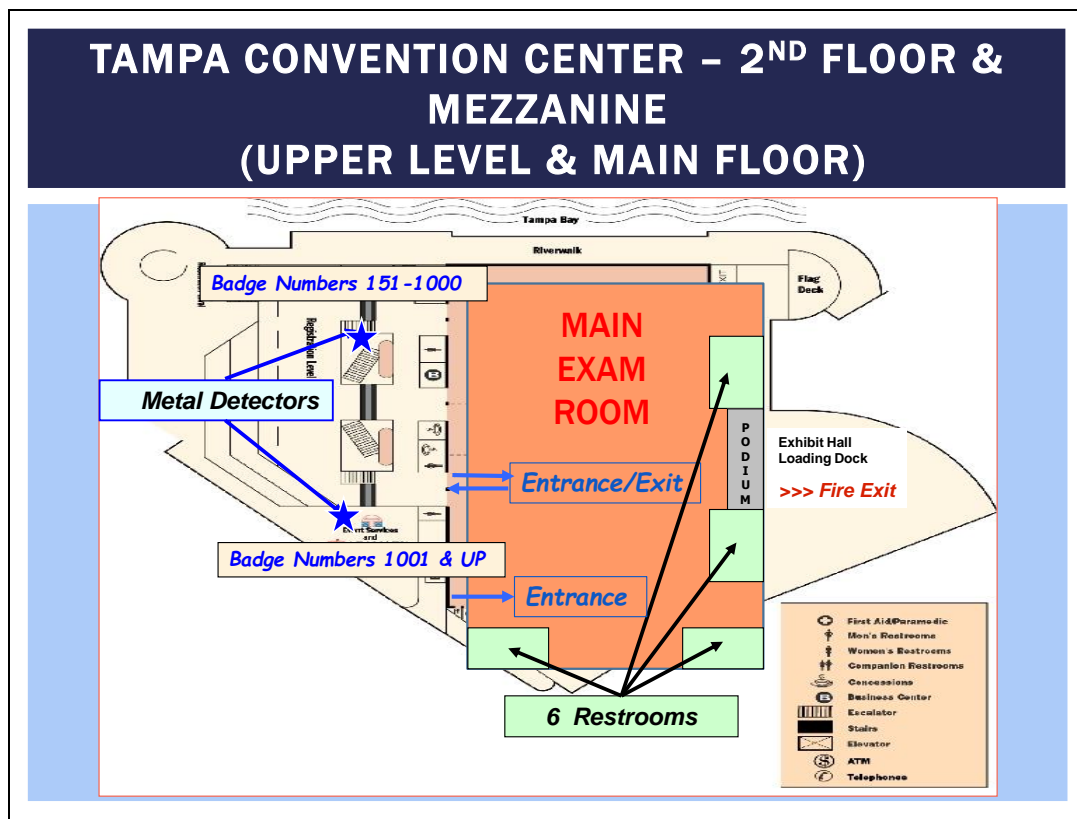
For the February 2024 examination, all of the Convention Center space is being used for testing needs. There will not be space in the Convention Center during the lunch break to sit, nor will there be any food vendors within the Convention Center. All applicants will be required to leave the Convention Center during lunch, so your selection of hotel may also be affected by that. It is anticipated that food will be available for purchase outside the Convention Center at The Landing (outside the Mezzanine Level).

Tampa Convention Center – 1st 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 1st floor, of the Tampa Convention Center, where the Applicant Storage Rooms are located. On Monday and Tuesday afternoons, badge distribution takes place on this Lower Level as well, at staggered times depending on your last name.



This slide illustrates the 2nd floor and Mezzanine of the Convention Center, which is where the main examination room is located. You will enter from the back of the room.

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.

KEY LOCATIONS (WITHIN TAMPA CONVENTION CENTER)

Applicant Storage Area.....Rooms 101-103, Lower Level

Lactation Space.....Room 104, Lower Level

Photo Badge Pick-Up.....Monday Afternoon in Ballrooms B and C, Lower Level

FOR EXAMINEES TAKING ONLY PART B:

Tuesday at 5:00 pm, outside of Meeting Room 101

**Help DeskTuesday and Wednesday morning: Outside Meeting Room 1
Tuesday and Wednesday at lunch: Mezzanine Level**

Lost Badges.....Tuesday and Wednesday after lunch: 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 (5 inside Main Exam Room).....3 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.

DO BRING TO THE EXAMINATION

Ticket of Admission
into the
Bar Examination



- Face mask (not required)
- Ticket of Admission (for badge pick-up)
- 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)
- Money for coffee, snacks, lunch
- Key (to car or hotel room)
- Prescription medication (if applicable)
- Menstrual supplies (if applicable)
- Foam earplugs without wires (optional)
- Valet/parking tickets and baggage claim tickets (if applicable)
- Plastic water bottle provided it is a clear or lightly tinted bottle, with a lid, and all labels have been removed (24 oz. or less)
- Travel size (2 oz. or less) hand sanitizer



No other items will be permitted in the examination room. Pencils, pens, and scratch paper, for the essay portion of the examination, 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 purposes of identification, if at all possible, please bring your driver's license or state identification card, rather than a passport. Instead of just comparing the card to your face and information, passports must be thoroughly inspected, greatly slowing the movement of the security line and entry to the exam room.

SECURITY SCREENING OF PERMITTED ITEMS

All permitted items should be placed in a clear, plastic, sealable, quart-sized bag for ease of inspection.

Your pockets should be empty when you proceed to the metal detectors.

The bags and water bottle (if brought) must be placed on the floor under your desk in the examination room.

All items you bring to the exam are subject to inspection. Please place all permitted items in a clear, plastic, sealable, quart-sized bag for ease of inspection.

Make sure your pockets are empty when you proceed to the metal detectors.

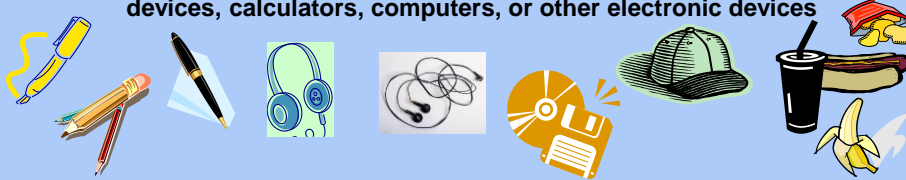
Once you enter the examination room, the bags containing your permitted items must be placed on the floor under your desk, including your water bottle if you bring one.

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, cell phones, watches or other time keeping devices, calculators, computers, or other electronic devices



NO ...highlighter markers, pencils, pens, headphones, earplugs with wires, diskettes/CDs, USB keys, wireless keyboard, wireless mouse, hats or baseball caps, food or liquids other than a permitted water bottle per previous slide

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, 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).

FILE NUMBER AND NCBE NUMBER

You will not need your file number during the exam.

Your NCBE number will be provided to you at your testing seat.

The password for laptop participants to launch the software will be provided on your exam booklet.

Do not bring board correspondence, e-mails, or any other notes regarding these numbers or password.

During the bar application process, everything is connected to your file number and we generally encourage you to keep the number handy when communicating with the board. The bar examination is likely the only time you will NOT need your file number.

Your examination ID number will be on your February 2024 FBBE photo badge and at your assigned seat. We will provide your NCBE number to you at your testing seat. The password for laptop participants to launch the software will be provided on your exam booklet.

You will not need to know any of these numbers as they will be provided to you at the exam. Do not bring board correspondence, e-mails, or any other notes regarding these numbers or passwords.

NOTICE

Wristwatches and other, similar timekeeping devices are not permitted in the examination room. Please do not bring these items to the examination site. Clocks are located in the examination room.



Please remember that wristwatches and other similar devices such as Fitbits, Apple Watches, etc., are not permitted in the examination room. There are numerous clocks located in the examination room to help you keep track of time remaining.

POLICY

Any applicant found with a cell phone or other prohibited electronic device after the start of the examination will be removed from the examination room and the examination will not be graded.



Please DO NOT bring your cell phone to the examination room. Having any such device in the room will result in you being removed from the examination room and your examination will not be graded.

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

8:00 a.m. – 8:30 a.m.	Staggered Arrival Time
8:00 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

LUNCH BREAK FROM 12:30-1:30 p.m. (must leave Convention Center)

Afternoon Sessions

1:30 p.m. – 1:45 p.m.	Staggered Arrival Time
1:30 p.m. – 2:00 p.m.	Examination Room Entry
2:00 p.m. – 2:15 p.m.	Test Instructions
2:15 p.m. – 5:15 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 with test accommodations should arrive at the time provided to them in individual correspondence from the board, and report to their assigned location at that time. All other applicants will enter the examination room at staggered times. Applicants with badge numbers ending in an **odd** number should arrive at **8:00 a.m.** on Tuesday and Wednesday mornings and proceed to the Mezzanine level to the security lines and metal detectors. Applicants with badge numbers ending in an **even** number should arrive at **8:30 a.m.** on Tuesday and Wednesday mornings and proceed to the Mezzanine level to the security lines and metal detectors.

Once you have entered the main examination room for each testing session, you are required to move directly to your seat. You must remain seated unless you are going to use the restroom inside the main exam room or need technical support on Tuesday morning. The same pattern will repeat after the lunch break (during which you must leave the Convention Center). Applicants with badge numbers ending in an **odd** number should arrive at **1:30 p.m.** and proceed to the security lines and metal detectors. Applicants with badge numbers ending in an **even** number should arrive at **1:45 p.m.** and proceed to the security lines and metal detectors.

Monday Before Exam - Collect Your Photo Badge

Time: On Monday afternoon, arrival time staggered by last name (Part B only on Tuesday afternoon)

Present: Signed examination ticket and proper photo ID

Location: Registration tables in Ballrooms B and C – Lower Level

TICKET OF ADMISSION INTO THE GENERAL BAR EXAMINATION

Tampa Convention Center, 333 South Franklin St., Tampa, FL

February 21-22, 2023

Parts A & B

Name: Joe Smith

File No. _____

Examination Room Entry

1. Report to the examination site at 7:45 a.m. (or the time and place assigned to you if granted test accommodations).
2. Present this signed Ticket of Admission and proper photo ID at the registration tables to receive your photo badge.
3. Show your photo badge at the metal detectors to be admitted into the examination room.

Note: You may bring a jacket or sweater without a hood, laptop computer (if it was timely registered), money for lunch, one key (Car or hotel) and required medication into the examination room. Any other items require prior written permission from the board.

Pledge of Compliance with Security Restrictions

I certify that I am not bringing any of the items listed below into the examination room during any of the scheduled testing sessions without prior written permission from the Board. Further, I understand that any such item(s) found in violation of this rule may constitute a candor issue requiring an explanation before the Board, and the item(s) will be confiscated until the conclusion of the examination.

- Cellular telephones or any wireless communication device
- Book bags, backpacks, wallets or purses
- Notes, books, or any study materials
- Calculators, computers, or any electronic devices
- Wristwatches or other similar time keeping devices and clocks of any type.

You are required to read and sign this pledge before being issued a Photo ID badge.

Signed: Joe Smith

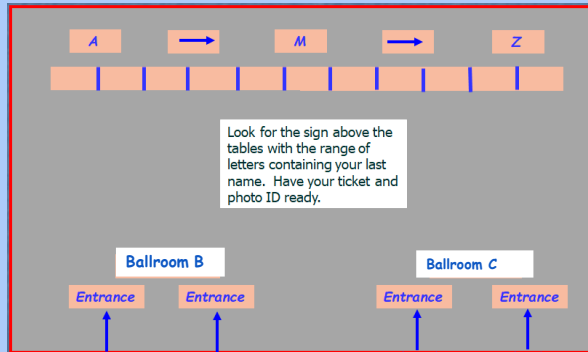


Examination badge pick-up will be on Monday afternoon between 1:30 p.m. and 4:30 p.m., at varying times depending on your last name (detailed on next page).

When you arrive, present your signed ticket at the registration stations set-up on the Lower Level. 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 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.

BADGE DISTRIBUTION BALLROOMS B AND C



Last Name Starts With	Time Frame for Badge Pick-up
A-C	1:30-2:00
D-G	2:00-2:30
H-L	2:30-3:00
M-Q	3:00-3:30
R-S	3:30-4:00
T-Z	4:00-4:30

Badge pick-up for most applicants will be on Monday afternoon, February 26, 2024, from 1:30-4:30 p.m., in Ballrooms B and C with the time of arrival determined by your last name, as shown in the chart above.

Badge pick-up for applicants taking Part B (MBE) only, will be on Tuesday, February 27, 2024, from 5:00-6:00 p.m., outside of Meeting Room 101.

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, 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.



Before entering the Convention Center on Tuesday morning, clip your badge 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.

EXAMINATION DAY ARRIVE BY 8:00 AM OR 8:30 AM



1. Arrive by 8:00 a.m. or 8:30 a.m.
2. Store any personal belongings.
3. Proceed to the metal detectors.
4. 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. In order to limit crowds, badge pick-up will be on Monday afternoon instead of Tuesday morning, with arrival times staggered by last name.

You will also be assigned a reporting time on both Tuesday and Wednesday mornings to facilitate efficient entry into the examination room with shorter wait times. It is your responsibility to report at your assigned time. If you do not, you may be asked to report after the last reporting window has closed. 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 on examination day, you should go first to the Lower Level to store any personal belongings, then proceed to the metal detectors. You are encouraged to not bring any prohibited items that require storage, but if unavoidable, a storage area will be available.

Applicants with badge numbers ending in an **odd number should arrive by 8:00 a.m. on Tuesday and Wednesday mornings and proceed to the Mezzanine level to the security lines and metal detectors.** **Applicants with badge numbers ending in an **even** number should arrive by 8:30 a.m. on Tuesday and Wednesday mornings and proceed to the Mezzanine level to the security lines and metal detectors.**

STORE ANY PERSONAL BELONGINGS



Unsecured Storage

Location:

Room 101-103
Lower Level

Hours of Operation:

Accessible prior to
start of morning
testing session, at
lunch, and again at
end of day

You are encouraged not to bring any personal items to the bar examination. If you must bring personal items, you must store them in the storage area on the Lower Level that is provided for applicants by the Tampa Convention Center before you proceed to the security lines on the Mezzanine Level.

The storage area is unsecure. Neither the Florida Board of Bar Examiners nor the Tampa Convention Center is responsible for items left in the storage area.

The storage room will be accessible prior to the start of the morning testing session, at lunch time, and again at the end of the day.

PROCEED TO THE METAL DETECTORS



- Present your photo badge at the metal detectors.
- Follow instructions of personnel operating that checkpoint.
- All permitted items should be in a clear plastic, sealable bag (quart size or smaller).
- Pockets should be empty.
- Laptop users are permitted only:
 - laptop
 - power cord
 - battery
 - keyboard (non-wireless)
 - mouse (non-wireless)
 - 6'-8' extension cord
 - *no carry cases, CDs, 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.

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.**

Once you have taken your seat, you must remain seated at that table unless you need to use the restroom or require assistance from a proctor, board member, or staff member.

EXAMINATION ROOM ENTRY

(YOUR BADGE NUMBER IS YOUR SEAT NUMBER)

The diagram illustrates the layout of the examination room. At the front, there is a podium and two entrance doors. The room is divided into two main sections: West Hall Numbers (151-1000) on the left and East Hall Numbers (1001 and up) on the right. Rows are numbered 1 through 20. Each row contains two columns of seats. The seating arrangement is as follows:

Row	West Hall Numbers (151-1000)	East Hall Numbers (1001 and up)
Row 1	00151, 00156 (down arrow), 00161 (up arrow), 00157	01841, 01845 (down arrow), 01850 (up arrow), 01846
Row 2	00152, 00160	01842, 01849
Row 3	00153, 00159	01841, 01848
Row 4	00152, 00158	01842, 01847
Row 5	00151, 00157	01843, 01846

Podium at front of room

(Rows 2-20)

West Hall Numbers 151-1000

East Hall Numbers 1001 and up

ROW 1

ROW 20

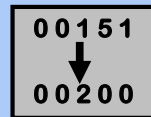
You will enter through the doors at the back of the Testing Room and proceed to row with your badge number.

You will enter the examination room through the doors at the back of the room, then locate the row with your badge number.

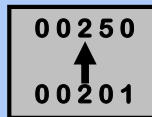
LOCATING YOUR SEAT

- **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).

(Row 1)

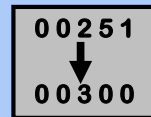


Left side of table

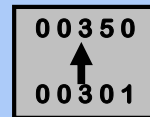


Right side of table

(Row 2)



Left side of table



Right side of table

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

YOUR BADGE NUMBER IS YOUR SEAT NUMBER.

Remember – your badge number is your seat number. Once 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 row.

LOCATING YOUR SEAT (PART 2)

- 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	Part B
Smith, Tom	
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 table 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 booklet 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.

Once you have taken your seat, you must remain seated at that table unless you need to use the restroom or require assistance from a proctor, board member, or staff member. If you need technical assistance with your computer **PRIOR** to the start of the examination, you should proceed to the designated areas for technical support in the examination room.

If you need technical assistance with your computer **AFTER** the start of the examination, you must remain seated and raise your hand.

APPLICANTS USING LAPTOPS

- Find your seat promptly.
 - Set-up and boot-up your computer.
 - Read and follow the laptop instructions at your desk position.
 - **Proceed to the STOP sign on your screen in the laptop program, and await further instructions from the podium.**
 - Before the examination starts, site engineers will be stationed on either side of the podium, in the front of the room, for technical assistance.
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- During the exam, raise two fingers to signal a 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.
 - Refer to Laptop Instructions sheet to “Exiting Exemplify” section for directions on finalizing and closing your exam.
 - **You are required to leave your laptop at your desk during the lunch break and afternoon session.**

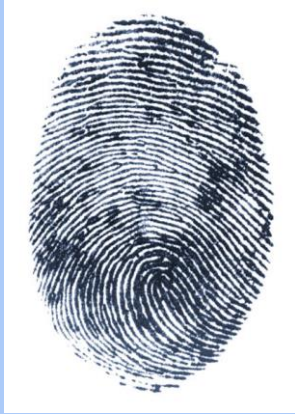
If you registered and qualified your laptop, electric power will be available at your seat. Applicants using laptops should begin setting up their computers as soon as they have located their assigned seats, and then read and follow the instructions at their desk position.

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 at your desk during the lunch break and afternoon session.

When you have completed your exam, refer to the Laptop Instructions sheet to the section titled “Exiting Exemplify” for directions on finalizing and closing your exam.

PRIOR TO THE START OF THE EXAMINATION

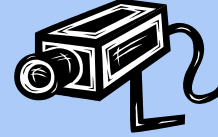


- Before the examination begins, fingerprints will be collected from all applicants to ensure the identity of all individuals taking the examination.
- Do not complete the fingerprints until instructed to do so.

One of the board's security protocols involves matching the fingerprint of the person who applied for the examination with the fingerprint of the person who actually appears at the examination. Before the examination begins, fingerprints will be collected from all applicants to ensure the identity of all individuals taking the examination.

Specific instructions will be provided prior to the start of each session to collect these fingerprints. Do not complete them until instructed to do so.

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 seat 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

The restrooms inside the examination room are located:



- In front of room (three sets)



- On right side of room, close to the front



- On right 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.

Water fountains will be available; however, you may bring a clear water bottle.

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

If you go to the restroom 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.

Water fountains in the room will be available; however, you may bring a clear, unlabeled, plastic water bottle (with a lid) with you into the examination room.

If you must leave your seat, please use the main aisles rather than walking behind desks of other applicants to minimize distractions to others.

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 keystrokes, 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.

Applicants using their laptop for the essay portion will follow the verbal and written instructions to exit the Examsoft software if they finish the session early or when instructed at the end of the session. The Exiting Examplify instructions will be on the ExamSoft February 2024 Laptop Instructions at your desk position.

EXAMINATION RULES OF CONDUCT

- Under rule 4-51 of the Rules of the Supreme Court Relating to Admissions to the Bar, applicants must abide by all rules governing the administration of the General Bar Examination.
- Applicants must not possess or use any unauthorized items in the examination room without the prior written approval of the board.
- Applicants must not use answers or information from other applicants while taking the examination.
- Applicants must not read questions on the examination prior to the announcement to begin the examination and must not continue to answer any questions after the announcement to stop because the session has ended.
- Applicants must not remove any multiple-choice, machine-scored examination questions from the examination room or otherwise communicate the substance of any of those questions to persons who are employed by or associated with bar review courses.
- Applicants must timely respond to a board inquiry about exam conduct after the examination or their exam results may be impounded pending the outcome of an investigation, which may involve a hearing before the board and may result in the invalidation of exam results.

Take a moment to refresh yourself with these examination rules of conduct. Violation of examination rules is a very serious matter that can result in impoundment and ultimately invalidation of examination results.

GRADES RELEASE

Grades release is scheduled for Monday, April 15, 2024.

On that date:

- Individual scores are posted to applicant portals.
- Pass/Fail results are posted on the Florida Supreme Court's website.

Be sure the board has your current email and mailing addresses.

Make two important notes for yourself:

- The scheduled date for grades release.
- Your portal log-in information and bar examiner file number.

Make note of the scheduled date for grades release posted on our website and in correspondence to you. On that date, pass/fail results will be posted on the Florida Supreme Court's webpage by file number, and individual scores will be posted to your portal account. Examination results are not available over the phone from either the board's office or the Supreme Court.

It is important that you have your portal log-in information handy to access your exam scores and results. Alternatively, you will need your file number to access your pass/fail results on the Supreme Court's website the day of grades release. Your file number is referenced on all board correspondence to you.

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. 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. We are committed to conducting the examination as safely as possible; however, this is highly dependent on your compliance with instructions onsite.

The board and staff assert our commitment to our applicants 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.