

MEMBERS OF THE BOARD
JONATHAN A. AZRAEL, CHAIRMAN
JOHN F. MUDD
MAURENE E. McNEIL
LINDA D. SCHWARTZ
DAVID E. RALPH
MATTHEW T. MILLS
GREGORY H. GETTY



SECRETARY
JEFFREY C. SHIPLEY
DIRECTOR, CHARACTER &
FITNESS
BARBARA L. GAVIN
CLERK TO THE BOARD
ROSE E. BERG

STATE BOARD OF LAW EXAMINERS

2011-F COMMERCE PARK DRIVE

ANNAPOLIS, MD 21401

(410) 260-3640

MARYLAND-RELAY SERVICE (TT/VOICE) 1-800-735-2258

www.mdcourts.gov

To: Prospective Table Proctors
From: Jeffrey C. Shipley, Secretary & Director
Subject: Proctoring the Maryland Bar Examination

The State Board of Law Examiners offers the Maryland General Bar Examination to recent law school graduates and other eligible applicants who aspire to practice law in the State of Maryland. The Bar exam is a high stakes test that applicants must take and pass before becoming licensed to practice law in the State of Maryland.

For seasoned attorneys, Maryland offers an Out-of-State Attorneys Exam, which is a three hour exam offered the last Tuesday of February and July. A small number of Table Proctors are hired to work the Out-of-State Attorneys Exam each session.

Typical Table Proctor duties: Integral to SBLE's efforts to administer the Bar exam is the use of Table Proctors whose duties include distributing and collecting test materials, checking applicant identification and taking attendance, answering applicant questions, and monitoring applicants for cheating. The full range of duties are described in the Table Proctor Duties and Qualifications document (<http://www.mdcourts.gov/ble/pdfs/proctor-qualifications.pdf>) separately posted on the Board's website.

General Bar exam schedule: The standard administration of the Maryland General Bar exam runs over the course of two (2) days and is normally scheduled on the last Tuesday and Wednesday of February and the last Tuesday and Wednesday of July. Each day of the exam consists of a three (3) hour morning session and a three (3) hour afternoon session, with about 30 minutes for lunch. Including pre-session and post-session setup and cleanup duties, the on-site hours for all Proctors on examination days are approximately 7:00am to 5:30pm.

Prospective Table Proctors must commit to working both full days of the Bar exam until the exam has ended and all Proctors have been dismissed by the Site Director. Table Proctor pay is generally \$110 each day for the examination days (7:30am to 5:30pm) and \$55 for the proctor briefing, which is three hours (9:00am to Noon). All Table Proctors selected to work a particular exam must attend a mandatory briefing on the Saturday preceding the examination.

SBLE also administers the Bar exams to applicants needing test accommodations under the Americans with Disabilities Act (ADA) at separate sites and on extended schedules. Qualified Proctors may be offered the opportunity to work at these sites as well.

Exam locations: The standard administration of the General Bar exam is normally held at the Baltimore Convention Center in downtown Baltimore, MD. Occasionally, however, it is necessary to use alternate exam sites such as:

December 24, 2015

Page 2 of 2

University of Maryland School of Law, University of Baltimore School of Law, the State Fairgrounds in Timonium, the Reckord Armory at the University of Maryland, College Park, or the Universities at Shady Grove.

The Out-of-State Attorneys Exam is generally held at the Judicial Education and Conference Center (JECC) located in Annapolis, MD.

Accommodations testing typically occurs at the University of Baltimore in downtown Baltimore, or at the Conference Center at the Maritime Institute of Technology in Linthicum, MD.

Number of Table Proctors needed per exam: SBLE typically hires approximately 40 Table Proctors for the standard administration of the July Bar exam due to the large number of test takers in July. Fewer Table Proctors (about 15) are needed for the standard administration of the February Bar exam because fewer applicants take that exam. SBLE typically hires 3 Table Proctors to administer the Out-of-State Attorney Exam, and about 30 total Proctors for the accommodations testing sessions.

If after considering this information and reading the Table Proctor FAQs (<http://www.mdcourts.gov/ble/pdfs/proctor-faqs.pdf>) and the Proctor Duties & Qualifications (<http://www.mdcourts.gov/ble/pdfs/proctor-qualifications.pdf>) posted separately on the Board's website, please complete and sign the Maryland State Board of Law Examiners Bar Exam Proctor Application (<http://www.mdcourts.gov/ble/pdfs/proctor-application.pdf>) and return to this office by mail or email. The mailing address to the State Board of Law Examiners is 2011-F Commerce Park Drive, Annapolis, MD 21401, the email address is SBLE@mdcourts.gov. If you meet our qualifications, the information provided in your application will be entered in a computer database. When we find that we need to supplement our pool of experienced Proctors for an exam, we will contact you by email to determine your availability.