

FAQs for the February 2021 Uniform Bar Exam in Maryland

Exam administration questions:

What content will be tested on this exam?

- The content of the February 2021 bar exam in Maryland will be a full Uniform Bar Examination (UBE) – two Multistate Performance Test (MPT) items, six Multistate Essay Examination (MEE) questions and 200 Multistate Bar Examination (MBE) questions.

What is the format and schedule for the February 2021 remote UBE?

- The February 2021 UBE in Maryland will be **administered remotely** using the Examplify testing software provided by ExamSoft Worldwide.
- The exam will be proctored through the applicant’s webcam and microphone using the ExamID and ExamMonitor functions of the Examplify software.
- The standard administration of the February 2021 UBE will occur on the following schedule (all times are Eastern Time):

Tuesday, February 23, 2021	9:00am - 10:30am	11:00am - 12:30pm	12:30pm - 2:00pm	2:00pm - 3:30pm	4:00pm - 5:30pm
	MPT1	MPT2	Lunch	MEE1-3	MEE4-6
Wednesday, February 24, 2021	9:00am - 10:30am	11:00am - 12:30pm	12:30pm - 2:00pm	2:00pm - 3:30pm	4:00pm - 5:30pm
	MBE 1-50	MBE 51-100	Lunch	MBE 101-150	MBE 151-200

- The schedules for applicant testing with accommodations under the Americans with Disabilities Act will vary from the standard schedule addressed above. Each examinee granted nonstandard testing accommodations for a disability under the Americans with Disabilities Act (the “ADA”) will be contacted directly by SBLE regarding their accommodations for the February 2021 UBE in Maryland.
- Examinees will have a break between each exam session, during which they will be allowed to step away from their computer to stretch, use the bathroom, take medications, etc.

What technology is required?

- Applicants may use a laptop or desktop computer that meets ExamSoft’s minimum system requirements, including the system requirements for exams using ExamID and ExamMonitor.
- SBLE **strongly recommends** that applicants using computer equipment that meets ExamSoft’s **RECOMMENDED** system requirements, which exceed the minimum requirements.
- Minimum and recommended system requirements are available at are available at <https://bar.examsoft.com/system-requirements/> and <https://ei.examsoft.com/GKWeb/login/mdbar>
 - **UPDATE REGARDING APPLE LAPTOPS WITH APPLE M1 SILICON CHIPS** - While these devices were previously not expected to be supported, Examplify 2.6 now supports Mac devices using Apple’s new M1 processor. Exam-takers using Apple devices with M1 processors will be prompted to

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install Apple Rosetta 2 in order to use Exemplify if it is not already running on their Apple device.

- Applicants need a reliable internet connection before and after each exam session to obtain the password for each exam session, to check in and begin each session and to upload their answer file and proctoring video at the close of each session.
 - An active internet connection during each session is not required.
 - Once applicants check in and begin the exam session, the exam proceeds.
- All examinees are required to have a webcam and microphone for check-in and for remote proctoring of the exam.
 - If your computer does not have an internal webcam and microphone, you may use an external webcam with microphone.
 - You will need to test the use of the webcam and microphone during the mandatory mock exam.
- Applicants are permitted to use an external keyboard and/or an external mouse and/or an external monitor.
 - External keyboards, mice, and monitors must be configured for use during the mock exams.
 - Exemplify does NOT support dual monitors.
 - If using an external monitor, applicants MUST also use an external webcam that is positioned at the top center of the external monitor.
 - Using a webcam that is not positioned on top of the external monitor will cause the applicant to be flagged by Exam Monitor.

What is the registration process for the February 2021 remote UBE?

- **ExamSoft will contact applicants directly by email on Thursday, January 14, 2021 by 5:00 p.m. ET with instructions for registering your computer**, downloading the Exemplify software, downloading and taking the mandatory mock exams, and downloading the required exam files.
- The ExamSoft registration period will be open for two (2) weeks and will close Thursday, January 28, 2021 at 5:00 p.m.
 - **Registration for the February 2021 remote UBE in Maryland is now closed.**
- Applicants must download the required, updated version of Exemplify even if they already have a version of Exemplify on their computer from college, law school, or a prior bar exam.
- After the close of laptop registration and prior to the dates of the February 2021 UBE in Maryland, ExamSoft will contact applicants by email with instructions for downloading the required exam files for exam day.
- It is extremely critical that all deadlines are strictly complied with as they will not be extended.

UPDATED ON 02/16/2021 - These FAQs are subject to revision and should be reviewed regularly.

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- General information on Exemplify for bar exams may be found at <https://bar.examssoft.com/>.

Mock Exams

- All applicants will be REQUIRED to take two mandatory mock exams, which will be available for download after you register with ExamSoft.
 - During the first mock exam applicants will establish their baseline photo ID that will be used for exam day and set their camera and microphone settings.
 - Applicants will be guided through a review of the features of the software and have an opportunity to practice with those features.
 - The second mock exam will contain practice questions supplied by NCBE and applicants may practice using all the software features using those exam questions.
- Applicants must upload both mock exam answer files by the registration deadline to complete the registration process.
- **Applicants failing to complete and upload both mock exams will be administratively withdrawn from the exam.**
- After the registration process closes, registered applicants will be allowed to take at least one optional mock exam for additional practice using the software features. The optional mock exam will be available until February 20.
- Each mock exam will be 90 minutes in length. Applicants are strongly encouraged to use ALL the available time on both mock exams to familiarize themselves with the features of the testing software AND to confirm their computer equipment is functioning correctly AND to confirm the suitability of their testing location.
 - It is extremely important for each applicant to fully test the compatibility of their computer equipment with the testing software.
 - This includes issues related to memory and storage space, which may not be fully tested without spending at least one full 90-minute exam session in the mock exam.
- Applicants receiving extra time pursuant to ADA Test Accommodations will NOT receive extra time on the mock exams.
- A third mock exam (“Mock Exam 3”) is available for additional practice with the software. This Mock Exam 3 is OPTIONAL, but highly encouraged.

Technical Issues and Technical Support

- Many technical issues that may arise during an exam (e.g., black screen, screen freeze, screen lag, etc.) can be resolved by rebooting the device. You should attempt to repair any such issue by restarting your device BEFORE calling ExamSoft Support.
 - Turn off your device by pressing and holding the power button until it shuts down.
 - Wait 5 seconds, then restart your device by pressing the power button.
 - Exemplify will restart automatically.

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- Once Exemplify restarts, it will return to within 59 seconds of where you left off in the exam at the time you rebooted.
- If prompted for a resume code due to any delay in restarting your device, you must contact ExamSoft Support at 1-866-429-8889 for a resume code.
- DO NOT attempt to repair the issue by using the exam controls to exit the exam. If you exit the exam, your answer (or lack of answer) will automatically upload and you will not be able to reenter the exam file.
- ExamSoft will have dedicated phone response for bar applicants for general inquiry and technical assistance throughout the registration process and during the bar exam.
 - During the exam, Applicants are permitted to access their phones for technical support, but phones must be removed from the testing area after the support call ends.
- ExamSoft will also have live online chat assistance.
 - (Chat assistance is not available from the registered device while the applicant is logged into the secure software.)

Will applicants have to pay a separate fee for the Exemplify software?

- NO. SBLE will pay the registration fee for each applicant.

Where is the exam administered?

- Examinees may take the remote exam at their home, work/office, law school, library, or another location of their choice.
 - The environment should be quiet and distraction free, with no personal identifying information visible to the applicant's webcam.
- Some law schools are offering space for applicants who may not have a secure and reliable internet connection or suitable place to take the exam.
 - If your law school offers space for you to take the exam and is authorized to do so, it is permissible for you to take the exam at the law school provided that you are seated sufficiently far enough away from any other applicants in the classroom or other testing space to assure the security of the test and to minimize problems with the remote proctoring.
 - You will need to abide by all other instructions including remaining in your seat in view of your webcam throughout each session. It is the responsibility of the law school and applicant to make sure that all social-distancing protocols are followed and that no prohibited materials or devices are allowed in the examination space.
 - Remote proctoring through ExamSoft will still be in place.
 - **If your law school requires you to wear a mask for COVID-19 prevention reasons during the exam, the mask must be lowered during the Exam ID photo process.**

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What testing conditions will be required?

- Examinees must be alone in the room where they are taking the exam unless testing in a law school where applicants must be sufficiently spaced apart in the classroom, lecture hall, or other testing space (see above). This should be a quiet and distraction-free environment.
- Examinees should remain seated with their entire face visible to the camera for the duration of each 90-minute test session.
 - During the mock exams, applicants must familiarize themselves with how they appear on camera
 - Examplify includes an “eyebrow” feature that allows the applicant to see what their own camera sees, which will be demonstrated in the mock exam.
 - Applicants should regularly check their camera view during the mock exams and on exam day to ensure their camera is functioning correctly and showing their entire face
- Phones, watches, and other electronic devices:
 - Examinees should not have a phone, a watch or clock, or any electronic device other than their registered computer equipment in the testing area.
 - Examplify has timer and alarm functions for tracking time during the exam.
 - If a technology issue arises that requires a call to ExamSoft Support, the applicant may retrieve a phone and contact ExamSoft.
 - When the technology issue is resolved, the applicant must turn off the phone and remove the phone from the testing area.
- Applicants may not wear headphones, headsets, or earbuds during the exam, but **ordinary foam ear plugs are permitted provided the applicant displays them to the camera at the beginning of each exam session.**
- Applicants may not wear a hat, cap or other head covering during the exam except for religious reasons in which case the head covering may not have a brim or otherwise obscure the applicant's eyes.
- Food, drinks, and medication
 - Applicants are permitted to have food, drinks, medication (prescription and over-the-counter) and required medical devices in the testing area during the exam.
 - Applicants are strongly cautioned that they bear the risk of damage to their computer equipment due to spilled drinks or other mishaps.
- Diplomas, photographs, or other items that might personally identify the applicant should not be visible to the applicant’s webcam during the examination.
- Unless testing at a law school or other location where a COVID-19 mask is required, no masks should be worn during testing.

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What features will examinees be able to use within the exam software?

- On the MPT, applicants WILL be able to:
 - View the question and their response on the screen at the same time.
 - View the MPT attachments in the question stem or in a pop out window.
 - Applicants will be able to resize and zoom in the MPT attachment window.
 - The MPT attachment is paginated and allows text searching within the attachment.
 - The MPT text in the question stem supports highlighting.
 - The MPT attachment pop out window DOES NOT support highlighting.
 - Use the "Notes" feature (i.e. virtual scratch paper) to outline their responses.
 - SBLE urges caution in using the Notes section to compose exam answers with the intent of copying the text to the answer field. *Text appearing in the Notes section is not part of the exam answer file and will not be graded.*
 - Use physical scratch paper on the MPT question only.
 - Copy and paste text between "Notes" virtual scrap paper and answer.
 - Use the spell-check, highlighter and "find and replace" features in your answers.
- On the MEE,
 - Highlight within the text of the question stem (top of the page).
 - Use the "Notes" feature (i.e. virtual scrap paper) for each question to outline their responses.
 - SBLE urges caution in using the Notes section to compose exam answers with the intent of copying the text to the answer field. *Text appearing in the Notes section is not part of the exam answer file and will not be graded.*
 - Copy and paste text between "Notes" virtual scrap paper and answer.
- On the MBE questions, applicants WILL be able to:
 - Highlight within the text of each question stem (top of the page).
 - Strike out unwanted answers or answers you believe to be incorrect as you read the multiple-choice questions.
 - **Applicants must still select an answer (and not just strike through purported incorrect answers) in order to receive credit for a correct answer.**
 - **Applicants should look for the question number to change from blue letters in a white-filled circle to white letters in a blue-filled circle AND for a blue border around the selected answer AND a notification about the currently selected answer for the question.**
 - Navigate forward and backward between questions, as well as skip and/or return to unanswered questions during each session.

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- Flag multiple-choice questions to which you would like return to during that session.
- Use the Notes (i.e., virtual scrap paper) for each question.
- Filter the sidebar list of question numbers to identify questions that remain unanswered.
- Applicants WILL **NOT** be able to:
 - Use more than one monitor.
 - Cut and paste or drag and drop text from the text of the MEE question or the text of the MPT question and library to their answer.
 - Underline, circle, or cross out text within the MEE and MBE questions or the MPT materials.
 - Use physical scratch paper, notes, or any other physical reference materials on the MEE and MBE sections of the exam. **SCRATCH PAPER IS PERMITTED ON THE MPT SESSION ONLY.**

How does ExamID work?

- ExamID authenticates the identity of applicants to ensure that the person taking the exam is the person who registered for the exam.
- During the first mock exam ExamID will take a baseline photo of the applicant.
- Applicants are required to have a well-lit room to provide adequate lighting for the photo.
 - Applicants should review ExamSoft's "Lighting Tips" document for information on establishing a baseline photo.
- Applicants may not wear a face covering during the Exam ID process during mock exams or on exam day.
 - Applicants testing in law school space or another location where facemasks are required MUST lower their mask for the ExamID process. Masks may be replaced after verifying the ExamID photo.
- It is highly recommended that applicants take this baseline photo in the same well-lit room where they intend to take the exam.
- Applicants must verify that their ExamID photo is acceptable. At the start of each session of the actual exam ExamID will take another photo of the applicant and will compare it to the photo taken during the mock exam to authenticate the applicant's identity.
- Should an applicant experience an issue with the ExamID authentication at the beginning of an exam session, the applicant will still be permitted to take the exam and SBLE will authenticate the applicant's identity through the video and the previously submitted photo IDs.

How does Exam Monitor (remote proctoring) work?

- Examinees must remain at their computer, with their face fully visible to their webcam, for the entirety of each 90-minute test session.

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- The proctoring software will record the applicant (audio and video) throughout the exam session. The recording will be uploaded to ExamSoft along with the examinee's answer files.
- ExamSoft's artificial intelligence (AI) program will analyze the recording and will flag any unusual behaviors, movements, or sounds.
- All flagged footage is then reviewed by at least one human proctor to determine whether further analysis as to potential cheating is necessary. For example:
 - The mere fact that a sound or behavior generates a flag does not necessarily mean that SBLE will formally investigate or charge any applicant with exam misconduct.
- The proctors reviewing exam footage **will not** have access to any personally identifying information for examinees; all exam materials, including exam footage, are connected only to an examinee ID number.
- SBLE will destroy and/or direct ExamSoft to destroy all video recordings from the examination within a reasonable time after the completion of all grading or, where misconduct investigations are initiated, after resolution of any misconduct investigation, including any related Character and Fitness proceedings.

Post examination questions

When may applicants uninstall the Exemplify software?

- Applicants are strongly encouraged to retain the Exemplify software on their computers until at least the release of exam results in case there is a need to manually recover answers from the software after upload. This is a recommendation only and is in place for the protection of examinees.

How will the remote examination be graded and scored?

- Answers to the MEE and MPT questions will be graded by the Board. The written scores will be scaled to the MBE.
- The MBE will be scored and scaled by NCBE.
- The components of the examination will be weighted 50% for the MBE, 30% for the MEE and 20% for the MPT.
- Final scores will be reported on a 400-point scale and a scaled score of 266 or greater is required to pass the examination.
- Applicants must take and timely upload all sessions of the remote examination in order to be graded.
 - File uploads should be completed as soon after the last exam session as possible, and not later than the following deadlines:
 - The exam files must be uploaded by 11:59pm on Wednesday, February 24, 2021.
 - The video proctoring files must be uploaded by 11:59pm on Friday, February 26, 2021.
 - Any applicant who does not upload answer files and video proctoring files for all sessions of the exam is subject to being withdrawn from the examination and not receiving examination results.

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- If an applicant is ultimately unable to complete the exam or upload exam files or video proctoring files due to technological failures will NOT be considered to have failed the exam, but rather will be treated as absent.
- Being absent or withdrawn from the February 2021 Remote UBE will have no effect on the ability of the applicant to register for and take a subsequent bar exam.

When will results be available?

- SBLE expects to release the results of the February 2021 remote UBE on Friday, May 6, 2021.

When will the formal admission ceremonies take place?

- All aspects of admission ceremonies are planned and executed by the Court of Appeals of Maryland and no final decisions have been made regarding such ceremonies.
 - Formal admission ceremonies for applicants who are successful on the February 2021 UBE and complete all other admissions requirements are expected to be scheduled for June 2021.
 - Whether admissions ceremonies will be in-person or virtual will depend on the status of the COVID-19 emergency.