

# SUPREME COURT OF LOUISIANA COMMITTEE ON BAR ADMISSIONS

## GENERAL INSTRUCTIONS

1. **You are required to be prompt in your attendance. If you have not completed all administrative requirements prior to the administration of the examination, you will be barred from the testing facility.**
2. Casual business attire is appropriate. No shorts, tank tops or halter tops are allowed. Jeans are permitted. Candidates are **not allowed** to wear any type of hat during the administration of the bar examination. Inasmuch as some candidates find the temperature in the examination room to be cool, candidates may wish to wear a light sweater or jacket. Jackets must be worn or kept under the table. They may not be hung on the back of the chair or placed in your lap.
3. Candidates are permitted to bring the following items into the examination room in a clear plastic food storage type bag (maximum size one gallon):
  - a. Photo I.D.
  - b. Wallet
  - c. Keys
  - d. Earplugs
  - e. Pens, erasers, hi-liters, liquid paper
  - f. Medication and medical items
  - g. Facial tissue
  - h. Non-digital watch or timepiece
  - i. One clear plastic bottle or cup with lid of water/juice/soda/coffee per exam session.
4. The following items are strictly prohibited and **will not** be permitted in the exam room:
  - a. No food of any kind, including candy and gum
  - b. Handbags/Purses
  - c. Hats, hoods or any other headgear (except items of religious apparel)
  - d. Backpacks, Laptop bags, Computer sleeves, duffle bags, briefcases, tote bags, luggage
  - e. Bar review notes or other study material in any format or media
  - f. Scratch paper
  - g. Books, magazines, newspapers or any other reading material
  - h. Electronic devices such as cell phones, calculators, pagers, cameras, radios, recording devices, iPods or similar devices, any type of personal digital assistant, wireless communication devices, etc.
  - i. Headphones or headsets
  - j. Weapons of any kind, regardless of whether you have a permit to carry
  - k. Any other item not specifically allowed.

Be prepared to demonstrate that your clothing does not contain prohibited items.

It is best not to bring the prohibited items to the examination site because they will not be permitted into the examination room and there is no place to store them. The Committee will not be responsible for the loss or damage to personal property, so it is strongly recommended that any such items be left at home, in your hotel room or in your car.

Any candidate that will be taking the examination by using a laptop computer, may not open any notes stored on the computer once you have entered the examination room.

Possession of a prohibited device or item in the examination room will be treated as a cheating incident and you may be immediately disqualified and ejected from the examination. All incidents will be reported to the Attorney for Character and Fitness for further investigation.

5. No candidate will be admitted into the examination room once instructions are given by the Bar Admissions Representative.
6. You will not be allowed to leave the room for any reason (other than the restroom) whatsoever until such time as you have completed the examination and turned in your paper/USB key. Once you have turned in your examination answers, you may not return to the examination room.
7. Candidates are permitted to use the restroom during the examination period. However handwriting candidates should turn their examinations over before leaving their seat. Laptop candidates must lower their laptop screens.
8. **During the examination, talking is strictly prohibited.**
9. A 30 minute and 5 minute warning will be announced prior to the end of each examination.
10. When time is called, all candidates must immediately stop writing or typing, turn in their answer booklets or USB key, examination questions and exit the examination room. Anyone not following this procedure will be reported to the Attorney for Character and Fitness.
11. Candidates are not allowed to keep the examination questions. Following the administration of the entire examination, examination questions will be posted at [www.lascba.org](http://www.lascba.org).
12. The examination room will be closed and locked during the lunch break. No one is permitted to enter.

### **PLEDGE CARD**

13. Enclosed is an envelope addressed to the Bar Admissions Administrator and a “pledge” card, which is a critical part of the administration of the Bar Exam. To maintain anonymity throughout the examination process, you are required to adopt a fictitious first and last name, letters and numbers. With reference to the pledge card please do the following:
  - a. Clearly print your Social Security Number in the blanks provided for you.
  - b. Clearly print your fictitious first and last name, two (2) letters and a number with three (3) digits in the spaces provided. Select a fictitious name which will **not** suggest identification of your real name. You must not adopt either in whole or identifiable part, the name of a Louisianian, living or dead; the name of a person with whom you are or have been associated, or under whose supervision you have studied law; the name of the city where you reside, or the school you attended. An example of an acceptable name, letters and number is: Denny Crane, DC 008.

***Sexually explicit or similarly inappropriate names will warrant investigation by the Attorney for Character and Fitness.***
  - c. Clearly print your real name and the name of the city in which you reside.
  - d. Sign your real name below the pledge on the line above the designation "Signature of Candidate". **If you fail to sign your pledge card you will not be certified for admission to the Supreme Court.**
  - e. Enclose the card in the envelope and seal. **Do not mail the pledge card to the Bar Admissions office.** You must present the pledge card when you check in on the first day of the examination.

## REGISTRATION

14. You must register each day of the examination at the appropriate table with which your last name begins. You must present a valid driver's license or other photographic identification. Registration begins at 7:00 am each morning.
- a. Each day you will be given a sheet of personalized bar code labels. Do not affix these labels to the front covers of your test booklets until otherwise instructed. Please refrain from folding or smudging these labels.
  - b. On the first day of registration, remove the bar code label "Pledge Card" and place it on your pledge card envelope. Present the sealed envelope at the registration table.
  - c. Your personalized bar code labels will indicate your assigned testing seat. Once you have checked in and obtained your bar code labels for the day, you may proceed into the examination room and sit in your assigned seat.
  - d. After you have found your assigned seat, you will be asked to place your driver's license or other appropriate photo documentation on the corner of the examination table below the seat number label.

## EXAMINATION ROOM

15. Handwriting Candidates:

The Committee on Bar Admissions will furnish answer booklets to each handwriting candidate. No other booklets or papers will be allowed into the examination room.

Individually numbered and color coded answer booklets will be provided for each question at the beginning of each subject examination.

It is imperative that you affix the proper subject and question number label that you will be provided to your answer booklets.

Prior to each examination you will be instructed "how to" place your labels on each booklet.

- a. Clearly print on the front cover of the examination booklets your fictitious name, letters and numbers.
- b. If you require more than one booklet during the examination, raise your hand and a room monitor will provide one to you.
- c. When you have completed your answer to a question (not sub-part), you are to write "**End of Answer**", then write your fictitious name, letters and numbers on the bottom of the last written page of the answer booklet. **Start your answer to the next question in the appropriate answer booklet.**
- d. Write only on the front side of each page of your examination booklet. Use only **black** ink. You may not use felt pens, blue ink pens or pencils. Write as legibly and neatly as possible, otherwise, it will be difficult for the grader to obtain the proper appreciation of your comprehension and ability.
- e. Prior to handing in your answer booklets, be sure that you have written your fictitious name, letters and numbers on the cover of each examination answer booklet and have placed the appropriate bar code label on the cover of each answer booklet. If you have used more than one answer booklet for a question, be sure that you number the booklets consecutively and place them in numerical order.

- f. Using the binder clip provided, clip your test booklets together. Exit the examination room, return to the registration area and turn in your answers into the Bar Admissions Representative.
16. Laptop Candidates:
- Laptop candidates are required to register and download software from [www.Exam4.com](http://www.Exam4.com) prior to the examination. Please refer to your email address and/or the Committee's website [www.lascba.org](http://www.lascba.org) for laptop registration information and **deadline dates** by which you must complete the laptop registration process.
- Exam 4 will furnish a USB flash drive to each laptop candidate in which your answers are to be saved. Prior to each examination, you will be instructed by the Exam 4 representative on how to get started.
- a. Examinee #: It is very important to enter your five digit ID number correctly. The five digit ID number is located on your bar code label, ex: 000**12345**-01-01. Errors in entering your five digit ID number may result in receiving a 0 score.
- b. Fictitious Name: Enter your fictitious name, letters and numbers.
- c. Type your answer to each question above the appropriate divider. **Do not edit the dividers.** Candidates that answer the entire exam under question 1 may receive a 0 score for any questions that follow.
- d. When you have completed your answer to a question (not sub-part), you are to type, **"End of Answer"**, then type your fictitious name, letters and numbers before starting your next answer.
- e. Laptop candidates are requested to bring a **surge protector** along with the a/c adapter for the computer. An electrical outlet will be provided for you to supply electricity to your laptop.
- f. **If your computer freezes** during the examination, you must raise your hand to obtain answer booklets from a monitor and begin handwriting your answers for the rest of the subject examination. At the end of the subject examination, tech staff will attempt to assist you to restart your computer for use during the NEXT subject examination.
17. Spelling and grammar are important. Answer all questions in numerical order and identify your answer by question number and sub-part, if any.
18. Once answers have been turned in, they **cannot under any circumstances** be returned to the candidate. A candidate will not be allowed to submit additional or substitute answers.
19. At the start of each examination, the Bar Admissions Representative will advise you of the number of pages for each examination. Before you begin, check your examination questions to be sure that your examination contains the correct number of pages. Complaints of shortage of pages made subsequent to completion of the examination will not be considered.
20. Room monitors may not assist you in the interpretation of any examination question. If additional facts are required, state those you assume. Do not repeat the questions in your answers; state your conclusions; discuss all relevant points involved in each question giving reasons for your conclusions.