Washington State Bar Association Bar Exam Security Policy – *Effective March 1, 2016*

This Bar Exam Security Policy is designed for the consideration of all applicants, to prevent cheating and to protect the integrity and security of the exam itself. The permissions and restrictions apply to the actual exam room. There is a non-secure area at the exam site outside the exam room for applicants to stow personal belongings. However, applicants leave items at their own risk; the WSBA and the testing facility are not responsible for the loss or theft of any items. Applicants cannot access personal belongings during the exam unless accompanied by and in the presence of a proctor. **Please plan accordingly.**

If you have prohibited items in the exam room or engage in prohibited behavior, you may be required to leave the exam without finishing, the items may be confiscated and placed in the non-secure area, and you may be required to have a character & fitness hearing if you reapply.

Only the permitted items listed below will be allowed in the exam room. **Any item not on the permitted items list is strictly prohibited.** You may make a special request for non-permissible items up to 18 days before the exam. All requests must be supported (if applicable) by a doctor's note. Examples of such items are: pillows/lumbar supports, ergonomic chairs, book stand, wrist rest, medication, external keyboard or mouse, and religious headgear. Note: New mother's nursing room is provided onsite.

Applicants may use a clear quart-size Ziploc plastic bag for smaller permitted items. Applicants cannot carry any items in their pockets.

<u>Items Permitted in the Exam Room</u>

Both Days:

- One (1) picture ID
- One (1) credit card, cash
- One (1) key only; hotel room key, or car key, or house key (no paper key envelopes)
- Jacket or coat (without a hood).
- Beverages, if poured in Convention Center-supplied cups only. Beverages must be placed on exam room floor.

Day 1 (MEE/MPT):

- Laptop computer or Surface Pro with Surface Pro keyboard (for applicants registered with Examsoft); includes power cord and extra battery only.
- Pens – blue or black ink – and pencils
- Highlighters

Day 2 (MBE):

- Wooden, soft lead No. 2 pencils -- sharpened
- Pink block erasers only – no other types of erasers are permitted

<u>Items Provided at the Site</u>

- Tissue/Kleenex – *located in the exam room*
- Ear plugs – *foam ear plugs. All other ear plugs are not permitted*
- Feminine hygiene products – *coin operated available in the restrooms or can store in non-secure area*
- Beverage cups and coffee, tea and water

Items NOT Permitted in the Exam Room include:

- Headwear, including: caps, hats, hoods, hoodies, costume headgear, scarves, and headbands wide enough to cover the ears
- Tissue – *tissue boxes will be placed in the exam room*
- Personal ear plugs – *Free foam ear plugs provided on site. All other ear plugs are not permitted.*
- Bags, including: backpacks, purses, wallets, book bags, luggage, laptop cases and/or protective covers, credit card cases
- All food items – If you need to eat during the exam, you must retrieve the food item in the company of a proctor.
- Medication
- Pencil sharpeners – *electric pencil sharpeners will be located outside the exam room*
- Books, note books, review materials
- External keyboards and computer mouse
- Paper of any kind - *except for WSBA issued seating card*
- Rulers
- Lip balm, cough drops, and eye drops
- Electronic devices, including: cell phones, pagers, PD/PEDs, calculators, cameras, watches, fitness trackers, timers, or timekeeping devices, electronic cigarettes, iPods, iPads, notebooks, MP3 players, blue tooth devices, handheld computer – even if turned off
- Wrist watches of any kind
- Headsets or headphones of any kind
- External storage devices, including: CDs, DVDs, flash drives, USB drives
- Water bottles, thermoses, coffee mugs, etc. (Coffee, water and cups are provided on site)
- Gloves
- Weapons of any kind
- **Any other item not specifically permitted**

Note: Please be sensitive to others and try to avoid wearing perfume or cologne or heavily scented soap, hair products, and the like.

Prohibited Behaviors

The following conduct is prohibited at the exam site:

- Bringing unauthorized devices (whether turned on or off) or unauthorized materials into the testing room
- Removing or attempting to remove test materials or information, including test questions or answers, or unauthorized items from the testing room during any scheduled or unscheduled break or at the conclusion of the testing period
- Looking at another examinee's test booklet or answer sheet
- Talking to other applicants in the exam room and restroom during an exam session
- Giving or receiving assistance on the exam
- Using any device to share or exchange information
- Creating a disturbance
- Continuing the work after the presiding officer has instructed examinees to stop
- Eating in the exam room
- Use of any tobacco in the exam room
- Applicants will not be allowed to sit for the MBE if they do not sit for the MEE or MPT

Note: Seating card and ID is required to enter the exam room. Do not write on either side of your seating card.