



## NOVEMBER 2024 CALIFORNIA BAR EXAM EXPERIMENT PHASE ONE POLICIES AND PROHIBITED ITEMS BULLETIN

[Schedule of the examination](#)

[For remote applicants using their own computer](#)

[For applicants in person at test centers where computers are provided](#)

[Examination administration rules and policies](#)

[Permitted items](#)

[General instructions](#)

[Test center environment](#)

[Further communication or assistance](#)

Applicants taking the California Bar Exam Experiment should carefully read this bulletin prior to the exam, as it contains important information that you will need to know.

### Schedule of the examination

The November 2024 California Bar Exam Experiment Phase One will be offered online and remotely to all applicants who have been approved for the experiment. **The experiment will be administered on Friday and Saturday, November 8 and 9, 2024.** The exam will consist of 49 multiple-choice questions to be completed within 90 minutes. Testing accommodation applicants may have differing time allocations; those individual schedules have been shared via email.

### For remote applicants using their own computer

Test takers will have the ability to test their computer equipment prior to exam day. Follow the instructions provided by the exam vendor, Meazure Learning, sent by email or click on the “test it out” link on the Exams page at <https://cabar.ysasecure.com/grants> to ensure the machine is fully compliant with the system requirements. Test-takers will not be permitted to use additional display monitors. Each applicant is permitted to use one mouse and one keyboard during the exam administration.

The following are instructions for preparing your tech provided by Meazure Learning by email:

#### Use a personal computer

- If you’re using a work or school computer, check with your IT team to confirm that you can download and install programs.
- Make sure your computer has a webcam and microphone.

### **Test your equipment**

- Use the 'Test It Out' button on your [Exams page](#).
- Disconnect any dual monitors. Only one screen is permitted on exam day.
- Review the [equipment requirements](#).
- Install the [Guardian Browser](#).
- [Disable the pop-up blocker](#).
- For additional preparedness, review the [Remote Proctoring FAQ Page](#) regarding remote proctoring and preparedness for exam day. Meazure Learning highly recommends downloading the secure browser in advance of your test session.

### **Try the Platform Tutorial**

- Login to your [candidate portal](#) and write the Platform Tutorial. The tutorial is designed to help you get familiar with the exam software. Try it as many times as you'd like!

You must be logged into the Meazure Learning platform to start the exam no later than fifteen minutes prior to your appointment time, but you will not be able to launch your exam until your scheduled time. You are required to download the Guardian secure browser.

An easy-to-follow check-in process will guide you through the final preparations before a Meazure Learning proctor greets you. The proctor will perform a security check before you enter the exam. The security check will include a 360-degree scan of your testing space using your computer's camera. The check includes viewing under the desk area, the corners of your room, and may include other inspections. The proctor will also ask that you use your cell phone or a reflective surface (mirror) to show the space behind the camera. Music/television and other background noise will not be allowed. After any break or disconnection, an additional check will be performed.

To ensure a seamless check-in process, and that you begin your exam session on time, we encourage applicants to prepare their space ahead of time. Test-takers will be asked to remove everything from their desk that is not permanently affixed or approved for the test; if it needs to stay it will be checked underneath to ensure no unpermitted materials are present.

The following are instructions for preparing your space provided by Meazure Learning by email:

### **Clear your desk...**

- You must test on a hard surface like a desk or table.
- Remove any notes, books, and electronic devices from your desk.
- If possible, position your desk with a closed door behind you.
- Ensure your room is private and free of distractions.
- If you wear a watch, remove it.
- Headphones are not permitted.

### **...But keep a few things with you**

- Have one piece of photo ID ready.
- Have your cell phone with you or another reflective surface like a hand mirror. This will be used to provide the proctor a view of what is behind the laptop.
- Bring water. No food is allowed.

On exam day, please follow the instructions below and any others provided by Meazure Learning by email:

#### **Launch your exam**

- Login to your candidate portal [here](#).
- Click the 'Launch Exam' button at your exam time.
- You will be redirected to the ProctorU platform.
- Follow the on-screen instructions.
- You will be connected to a proctor within 15 minutes.
- Your proctor will walk you through a series of steps outlined in [this video](#).
- This process does not count toward your exam time.

#### **Exam features**

- You will have access to an online notepad during the exam.
- You will have access to an online annotation tool during the exam. This includes highlight, strikethrough, and copy features.
- If you require technical assistance on exam day, use the 'Need Help? Chat Now!' chat box.

#### **Breaks**

- Breaks are not permitted during this exam.

#### **Late arrivals**

- Be ready at your exam appointment time. You may be denied access to your exam if you are late.
- If you miss your exam, contact [ExperimentalExam@calbar.ca.gov](mailto:ExperimentalExam@calbar.ca.gov).

#### **Cancelling and rescheduling**

- You may cancel or reschedule your exam at least 72 hours prior to your appointment time.
- To cancel or reschedule, navigate to your [Exams page](#) and click the 'Withdraw' or 'Reschedule' button.

You will receive exam rules and proctoring procedures prior to your scheduled exam. The exam will begin immediately after your identity is verified and instructions are delivered. Rules, special instructions, and applicant acknowledgements will primarily be communicated via chat.

All applicants will be required to show a current government-issued photo ID. The photo on the ID must resemble the test-taker and the name on the ID must match the name on file. Acceptable photo IDs include a driver's license, passport, any other government-issued ID card, and military identification (only for non-US test-takers).

### **For applicants in person at test centers where computers are provided**

All exam day details, admission requirements, and general information were provided in your appointment confirmation email sent by Meazure Learning which includes your candidate name on file, your Meazure Learning username, the date and time of your exam session, the location of your test center, and driving and parking instructions.

You should plan to arrive at least 30 minutes early to check in and locate your assigned section or room. The exam will begin promptly after instructions are given. Please note that arriving late will not change the scheduled start time of your exam. Applicants granted extended time may have different schedules, which are communicated to them individually in advance of the exam.

All applicants will be required to show a current government-issued photo ID. The photo on the ID must resemble the test-taker and the name on the ID must match the name on file. Acceptable photo IDs include a driver's license, passport, any other government-issued ID card, and military identification (only for non-US test-takers).

All applicants must also bring a printed confirmation notice at the time of arrival. The confirmation notice is provided by email after an applicant schedules their exam session.

Below is information about the exam day experience. Please, refer to emails sent by Meazure Learning for additional test center policies and instructions:

#### **Login and write your exam**

- [Your username is provided in emails sent by Meazure Learning]

#### **Exam features**

- You will have access to an online notepad during the exam.
- You will have access to an online annotation tool during the exam. This includes highlight, strikethrough, and copy features.
- Computer-based tests are delivered via secure internet connections. Internet connections are subject to local internet providers. While it is not the norm, internet connections can, on occasion, be lost momentarily, requiring the proctor to log you back into your exam.
- If you lose your internet connection, inform the proctor, who will assist you in logging back in to your exam. Upon logging back into your exam you will resume at the first unanswered question. Your exam time remaining will be exactly the same as it was when the internet connection was lost.
- If you require technical assistance, raise your hand, and ask your proctor.

#### **Breaks**

- Breaks are not permitted during this exam.

#### **Late arrivals**

- Be ready at your exam appointment time. You may be denied access to your exam if you are late.
- If you miss your exam, contact [ExperimentalExam@calbar.ca.gov](mailto:ExperimentalExam@calbar.ca.gov).

#### **Cancelling and rescheduling**

- You may cancel or reschedule your exam at least 7 days prior to the exam administration.
- To cancel or reschedule, navigate to your [Exams page](#) and click the 'Withdraw' or 'Reschedule' button.

### **Examination administration rules and policies**

Failure to follow oral and written instructions while the examination is in session will result in notice to the State Bar of California of a violation of examination rules in accordance with the provisions of Title 4, Division 1, Chapter 6 of the Rules of the State Bar of California (Chapter 6 Notice). Conduct that results in a violation of security or safety or disrupts the administration of the examination, which includes, but is not limited to, bringing unauthorized items into the examination room (such as cell phones after the exam check-in process, notes, etc.), writing or typing after time has been called, looking at another applicant's papers or screen, talking while the examination is in session, and being abusive to other applicants, staff, proctors, and/or other examination personnel, will result in a Chapter 6 Notice to the State Bar of a

violation of examination rules or, in some cases, dismissal from the remote examination or examination test center. Applicants are expected to maintain a professional attitude toward other applicants, staff, proctors, and other examination personnel at all times.

The remote-proctored exam will be continuously monitored by human proctors, and all anomalies or suspicious behavior will be flagged accordingly. Flagged video files will be reviewed by the State Bar and conduct violations determined to be serious will result in strict sanctions. Sanctions may have a negative impact on your moral character determination.

You are required to remain in front of your computer camera for the duration of the examination session. If you leave the view of your computer camera you may receive a Chapter 6 Notice of a violation and may be sanctioned. Some applicants with testing accommodations received prior approval to leave the view of the camera.

Applicants may not wear hats, caps, hoods, or any other type of headwear during the exam unless the headwear is for religious purposes. Religious headwear (i.e., hijabs, yarmulkes, etc.) may be subject to inspection in order to verify the identity of the applicant or if there is suspected cheating. All watches will be removed unless an accommodation is listed. Sunglasses will be removed. Ears will be checked for headphones, earbuds, or earplugs.

### **Permitted items**

The following items are **permitted** for applicants testing in person at a test center without prior approval but must be stored in an assigned locker at your own risk. The State Bar, Committee of Bar Examiners, Office of Admissions staff, and Meazure Learning proctors assume no responsibility for the safekeeping of items that you bring to the test center. All items are subject to inspection at the test center.

- Over-the-counter and prescription medication
- Unwrapped cough drops/lozenges
- Chapstick and lip balm (no labels or writing on it)
- Cash (must not have extraneous writing on it)
- Credit/debit cards
- Keys
- Menstrual products
- Diabetes-related items and equipment (does not include food or drinks)
- Eyedrops no larger than 5 oz (no labels or writing on it)

The following items are **permitted** within the exam area, whether it is a remote exam or at a test center, without prior approval. All items are subject to inspection.

- Valid Government-issued ID
- Eyeglasses (no cases or sunglasses)
- Foam earplugs (cannot be silicon, wax, or wireless and must not be connected to any mechanism or device)

Applicants who are handwriting or have certain testing accommodations may be allowed the following:

- Nonmechanical pencils (several sharpened pencils are recommended)
- Separate erasers without markings
- Manual pencil sharpener (must be clear and have an attachable container to catch shavings)

- Pen-style highlighters (must not be used on answers)
- Rulers
- Paper clips

Please note that applicants, whether testing remotely or in person, **cannot** bring the following:

- Wallets
- Tissues
- Gum or candy
- Food or drinks including powdered drink mix into the exam room (except for the allowed single 32-ounce water bottle). Please, note that while Meazure Learning's policy is to allow drinks, the State Bar's policy is to only allow a 32-ounce water bottle.
- All watches will be removed unless an accommodation is listed.
- Sunglasses will be removed.

If unauthorized items are brought into the exam room, either intentionally or inadvertently, they will be confiscated or noted, and the applicant will receive a Chapter 6 Notice and possibly additional sanctions imposed by the State Bar or the Committee of Bar Examiners. In accordance with the committee's policies, applicants will receive a score of zero for any session during which they are found to have brought an unauthorized electronic device, such as a cell phone, watch or timer, or activity tracker device (e.g., Fitbit) into the exam room after the exam check-in process, as well as any additional sanctions the State Bar or the committee may impose.

### **General instructions**

You will be required to establish your identity at the beginning of the session. If the system cannot confirm your identity, you will not be able to proceed with the exam. You will be required to show a valid government-issued photo ID for the purpose of identity verification.

Those testing in person at a test center are required to print out their confirmation notice. This is provided by email immediately after an applicant schedules their exam session.

You are not allowed to make notes from memory prior to the start of the examination session. If you are using your laptop, you may not access any notes or other documents on your computer after you have entered the exam area.

All applicants will receive the exam materials in an electronic format unless hard copies are specifically granted as an accommodation. If you have been granted hard copy exam materials all answers must be marked on the scantron answer sheets provided unless your approved testing accommodation allows for you to mark responses in the test booklet. Only nonmechanical, soft lead #2 pencils may be used for the multiple-choice portion of the exam. Only answers clearly and properly marked will be scored. If you have been granted hard copy exam materials, they must remain in the exam room. Upon completing the exam, all materials must be placed in the designated envelope.

You must not make notes or write anything on any items that you bring into the exam area or store in a locker at the test center. If writing is found on your items, you will be issued a Chapter 6 Notice.

The exam is electronically timed and displayed at all times within the exam platform. Notifications will be

made as courtesy time warnings when five minutes and one minute remain. Any failure on the part of the exam platform or proctors to provide scheduled courtesy warnings will not affect the outcome of the exam or the grading process, and no extra time or other consideration will be granted. Timing devices that are digital, programmable, and/or make noise are not permitted. If found, they will be confiscated, and the applicant will receive a Chapter 6 Notice.

Writing and typing of answers must be completed when time is called. Please note that extra time is not granted to any individual applicant for any reason. If you attempt to write anything after time has been called, you will receive a Chapter 6 Notice.

Restrooms will be available at each test center. You should use the facilities before taking your seat so that you do not miss the instructions prior to the start of each session. Extra time to use the restroom will not be granted. After the time is called, you will not be permitted to use the restroom or leave your seat until all materials are collected and inventoried. If you fail to remain seated after being advised to do so or while the exam materials are being collected and inventoried, you will receive a Chapter 6 Notice.

Applicants are permitted to bring one bottle of water into the testing center, but no other types of drinks or powdered drink mixes. The water must be in a clear, plastic container with a lid, no larger than 32 ounces, and without any labels or writing.

If you leave the exam area during the exam session, you will not be permitted to return for the purpose of completing your exam answers.

The proctors' primary function is to administer and monitor the exam. Measure Learning proctors and technical support staff may offer technical assistance. However, if technical issues cannot be resolved during the exam, applicants will not be afforded additional time or another exam scheduling opportunity. We highly encourage those testing remotely to follow the instructions for preparing their technology ahead of the exam; the instructions have been emailed by Measure Learning and are copied above.

## **Prohibited Conduct**

The following conduct will be prohibited:

- Leaving the view of the webcam outside of scheduled breaks.
- Any attempt to bypass or avoid the remote proctoring mechanisms and protocols, or to obtain or receive assistance on the exam.
- Individuals (other than the applicant) coming into the exam room.
- Having cell phones or other electronic devices after the exam check in process, including a tablet or additional computers in the exam room or connected remotely to any other devices or equipment in the exam room.
- Having notes, study aids, or other papers or exam resources in the exam room, including scratch paper.
- Having any timers, watches, or clocks in the exam room (the exam software has a built-in timer that allows applicants to set timed reminders).
- Having books of any kind in the exam room within view or access during the exam session.
- Having food in the exam room (unless you have been granted a testing accommodation that allows for these items).
- Smoking, vaping, or smokeless tobacco (dipping) will not be permitted during the examination.

- Having any radios, stereos, or other devices/equipment that can make audible sounds in the exam room. Any such items must be turned off at all times during the exam.

### **Test center environment**

While every effort will be made to keep the environment of the test center comfortable and quiet, there are times when events, conditions, or actions of third parties occur that are beyond the control of the State Bar, the Committee of Bar Examiners, or Measure Learning. For instance, the temperature of the test center may fluctuate due to the weather or the test center's cooling/heating equipment; applicants should be prepared for either warm or cold temperatures. Efforts will be made to keep the test center quiet, but there may be forces outside the control of the State Bar, the Committee of Bar Examiners, or Measure Learning so that such an environment cannot be guaranteed. You should come prepared to accommodate noises, such as those made by other applicants taking the exam, proctors carrying out their duties, people entering/exiting the exam room, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Ear plugs, of the type specified earlier, are strongly recommended.

### **Further communication or assistance**

For questions about Phase One of the California Bar Exam Experiment, you should contact the State Bar's Office of Admissions by sending an email directly to [experimentalexam@calbar.ca.gov](mailto:experimentalexam@calbar.ca.gov) . If you need to contact the office by phone, please use one of the following numbers:

- Los Angeles: 213-765-1000
- San Francisco: 415-538-2000

For questions related to the Measure Learning remote exam platform or a Measure Learning test center please contact them directly using:

- [Real-Time Chat](#)
- Phone: 1-855-772-8678, Option 1
- [Ticket support \(for non-urgent matters\)](#)

If you are testing in person at a test center, more than 20 minutes have passed since your exam reporting time, and the center has not opened, or you are unable to locate the proctor:

- Please call the following number and leave a message: (919) 657-6901.
- Be sure to include your call back number and, if your situation meets the criteria above, your call will be returned within 10 minutes.
- Messages left at this number for any other situation will not receive a call back.