

FEBRUARY 2021 NORTH CAROLINA BAR EXAMINATION

INSTRUCTIONS

Pre-Examination Information and Instructions

Examination Content

The February 2021 North Carolina Bar Examination will be the Uniform Bar Examination (UBE) prepared by the National Conference of Bar Examiners (NCBE). The UBE consists of two Multistate Performance Test (MPT) items, six Multistate Essay Examination (MEE) items, and 200 Multistate Bar Examination (MBE) items.

Method of Exam Administration

- North Carolina will administer the examination remotely using ExamSoft Exemplify® secure testing software.
- Exemplify® software will include ExamID and ExamMonitor tools to provide identity verification via facial recognition, audio/video recording with artificial intelligence, and human proctor review.
- Applicants must take the examination on their personal computers or laptops with a web camera and microphone enabled.
- Applicants may take the exam at the location of their choice (e.g., home, library, law school, office, etc.) Applicants must be alone in the room in which they are taking the examination. The environment should be quiet and distraction-free with no personally identifying information within the camera view.
- Applicants are required to abide by all Required Testing Conditions for the February 2021 North Carolina Bar Examination. The Required Testing Conditions have previously been posted to each applicant's secure portal account, and posted to the Board's website (www.ncble.org), within the FAQs for the exam. Applicants may access an additional copy of the Required Testing Conditions via the link included in the announcement for these Exam Instructions on the Board's website.

Technological Requirements for the examination

- Applicants must use ExamSoft's Exemplify® software with ExamID and ExamMonitor to take all portions of the examination.
- ExamSoft released an update to the Exemplify® software on February 9, 2021. This required new version incorporates enhancements to accommodate as many unique device configurations as possible. On February 9, 2021, ExamSoft emailed all applicants notifying them of the need to update the software and providing instructions for performing the update. Applicants may access an additional copy of this email via the link included in the announcement for these Exam Instructions on the Board's website, www.ncble.org.

- Applicants must install and use the updated version of Exemplify®, version 2.6.4, and must take and upload an additional mock exam using the updated version prior to downloading the examination files on February 16, 2021.
- Applicants must take the examination on a computer that meets the ExamSoft minimum system requirements *specified for Exemplify® software with ExamID and ExamMonitor enabled* and must use a functional webcam and microphone during testing.
- Applicants will find information about the minimum system requirements at-
 - 1) Mac: <https://examsoft.com/resources/Exemplify®-minimum-system-requirements#mac>
 - 2) Windows: <https://examsoft.com/resources/Exemplify®-minimum-system-requirements#windows>
- Exemplify® supports Mac devices using Apple’s new M1 processor, if using Apple’s Rosetta 2. Applicants using these Mac devices will be prompted to install Apple Rosetta 2 in order to use Exemplify® if it is not already running on the device.
- While applicants must take the examination on a computer that meets the ExamSoft minimum requirements above, applicants are encouraged to use a computer that meets ExamSoft’s recommended system requirements.
- Applicants must ensure that the computer they use for the examination has sufficient memory available and that all necessary and current updates to the computer’s operating system have been installed prior to the day of the examination.
- If an applicant does not own the computer the applicant intends to use for the examination, the applicant must verify that there are no restrictions in place for the computer that will prevent the applicant from downloading and running the software. The applicant must verify that the applicant will have access to the computer after the examination has concluded until results are released.
- **Applicants will be able to download the examination files on February 16, 2021.** ExamSoft will provide applicants with instructions for downloading the examination files. **Applicants must download the examination files by 5:00 p.m. Eastern Time on February 19, 2021. Applicants who do not download the examination files by 5:00 p.m. Eastern Time on February 19, 2021 will not be permitted to sit for the bar examination.**

Preparation for Exam Day

- Applicants must carefully review the Required Testing Conditions and ensure that on Exam Day no prohibited items are in the testing room, and no personally identifying information is within the camera view.
- To ensure ExamID and ExamMonitor can effectively capture the applicant's face within the camera view, applicants should take the following steps:
 - Ensure the testing space is well-lit, with light on the applicant's face.

- Ensure there is a light on in front of the applicant and not behind.
 - Increase brightness on the computer, if necessary.
 - Ensure the applicant does not have the applicant's back to a window that would create a shadow on the applicant's face.
- Applicants should ensure that the power cord for their device is operating properly.
 - If an applicant is using an external wireless keyboard and/or mouse, the applicant should ensure these devices have fresh batteries in them.
 - Applicants should store the phone number for ExamSoft Technical Support (888-816-3065) into their cell phones before Exam Day.
 - **Applicants will be able to download the examination files on February 16, 2021. Applicants must download the examination files by 5:00 p.m. Eastern Time on February 19, 2021. Applicants who do not download the examination files by 5:00 p.m. Eastern Time on February 19, 2021 will not be permitted to sit for the bar examination.**
 - **Confirming Exam Settings for Each Examination File**
 - Once an applicant has downloaded the examination files, the applicant will need to confirm the Exam Settings for each examination file by following the steps outlined below.
 - On the Dashboard screen, each downloaded examination file will be listed on the left-hand side of the screen, below 'My Exams', in the 'DOWNLOADED' section.
 - Click on the examination file.
 - The applicant will then be able to verify the 'Exam Settings' for the examination file (see screenshot below.)
 - The applicant should verify the test session time. For standard time applicants, each test session will be 90 minutes. Applicants receiving non-standard testing accommodations should refer to the specific test schedule provided to them for test session times (note that "% time" is listed with 100% being standard time; e.g., 25% extra testing time will be listed as 125%.)
 - The applicant should also verify that ExamID and ExamMonitor are enabled. If the ExamID and ExamMonitor icons are enabled, they will be visible in 'Exam Settings'.
 - Finally, the applicant should verify that they are using the updated 2.6.4 version of Examplify®, by checking the version listed at the bottom left-hand side of the screen.
 - The applicant should perform the steps above for each examination file.

- If the test session time is incorrect, the software version is incorrect, or ExamID and/or ExamMonitor are not enabled, the applicant should contact Ms. Allison Bradley at the North Carolina Board of Law Examiners at abradley@ncble.org.

The screenshot shows the Exemplify software interface. The top navigation bar includes the Exemplify logo, user information (Tester1 AAA_ESW - 9 - Board of Admissions to the Bar), and links for HOME MENU and NOTIFICATIONS. The main content area is titled 'My Exams' and displays a list of exams under 'DOWNLOADED' and 'COMPLETED' sections. The 'DOWNLOADED' section shows '_MANDATORY_Mock 2' and '_OPTIONAL_Mock 3'. The 'COMPLETED' section shows '_MANDATORY_Mock 1'. The main exam details for '_MANDATORY_Mock 2' are displayed, including a password entry field, exam settings (Secure, 2 hours, WiFi Off, Navigate), exam tools (Spell Check, Copy & Paste, Calculators, Highlighting, % Time), and exam details (Instructor, Posting ID #). The '2 hours' setting, the 'ExamID' and 'ExamMonitor' icons, the 'Highlighting' and '% Time' settings, and the 'Version 2.6.4' and 'Expiration 05/31/2021' information are highlighted with red boxes.

Exemplify

Tester1 AAA_ESW - 9 - Board of Admissions to the Bar

HOME MENU NOTIFICATIONS

My Exams

DOWNLOADED

_MANDATORY_Mock 2
Exam File Downloaded

_OPTIONAL_Mock 3
Exam File Downloaded

COMPLETED

_MANDATORY_Mock 1
Exam uploaded: 2/3/2021, 12:03:57 PM

_MANDATORY_Mock 2

Please enter the exam password to start this exam.

EXAM PASSWORD

Exam Password Enter

Remove Exam Download

Exam Settings

Secure 2 hours WiFi Off Navigate ExamID ExamMonitor

Exam Details

Instructor -

Posting ID # 1989692

Exam Tools

Spell Check OFF

Copy & Paste ON

Calculators OFF

Highlighting ON

% Time 133

Refresh Exam List

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Exam Day Instructions

Examination Schedule for Standard Applicants

The examination schedule for standard applicants is provided below. **All times are EASTERN TIME.** Applicants will need to adjust the times for the particular time zone in which they are taking the test. For example, if an applicant is taking the test in the Central Time zone, a start time of 9:00 a.m. Eastern Time means the applicant will begin at 8:00 a.m. Central Time.

Schedules for applicants receiving non-standard testing accommodations under the Americans with Disabilities Act will vary from the standard schedule below. These applicants should follow the specific schedule provided to them by the Board.

February 2021 North Carolina Bar Examination Standard Testing Schedule

Tuesday, February 23, 2021	Wednesday, February 24, 2021
9:00 AM – 10:30 AM (MPT1) (90 min)	9:00 a.m. – 10:30 AM (MBE 1-50) (90 min)
BREAK (30 min)	BREAK (30 min)
11:00 AM – 12:30 PM (MPT2) (90 min)	11:00 AM – 12:30 PM (MBE 51-100) (90 min)
LUNCH BREAK (90 min)	LUNCH BREAK (90 min)
2:00 PM – 3:30 PM (MEE 1-3) (90 min)	2:00 PM – 3:30 PM (MBE 101-150) (90 min)
BREAK (30 min)	BREAK (30 min)
4:00 PM – 5:30 PM (MEE 4-6) (90 min)	4:00 PM – 5:30 PM (MBE 151-200) (90 min)

Passwords

Each test session will require a separate password. The password will be available 15 minutes prior to the listed start time for the session.

Applicants testing on the standard schedule will find the passwords on the following website: <https://bar.examsoft.io/NCbar>. Standard Applicants should bookmark this website before exam day. Additionally, ExamSoft will email passwords to standard schedule applicants, to the email the applicant has on file with the Board.

Applicants receiving non-standard testing accommodations will find their passwords on their North Carolina Board of Law Examiners secure portal accounts. Additionally, the Board will email passwords to applicants receiving non-standard testing accommodations, to the email the applicant has on file with the Board.

As soon as the password is obtained, applicants may start testing. If an applicant begins testing prior to the scheduled start time, Examplify® will log the applicant out automatically when the applicant reaches the maximum time permitted for the session. Applicants are encouraged to begin the log-in process as soon as passwords are available to provide time to seek assistance from ExamSoft in the event they experience any difficulties or require assistance.

Starting and Taking the Exam

- Ensure your computer is connected to power source. You should keep your computer power cord plugged into a power source throughout the administration of the examination.
- Ensure you are connected to the internet.
- Ensure your webcam is turned on, and is not covered or obstructed.
- Click the Exemplify® icon.
- Under the My Exams section on the left-side of your screen (Dashboard), select the exam file for the test session you are about to begin.
- Type the Exam Password for the test session in the box below “EXAM PASSWORD” and click Enter.
- If you have any programs open, you will be presented with an "Action Recommended" screen. You may choose to close the open programs manually or click 'Continue and close for me'.
- The ExamID component of the Exemplify software will take your photo before each examination test session. Once you have centered your face in the screen, click 'Save and Continue'. This photo will be used to verify your identity. Please ensure your photo has been captured before continuing to the examination test session.
- Next, you will see a yellow screen entitled “Warning! Secure Exam Starting!” This screen advises that Exemplify® will close all open programs on the computer and recommends you disable any antivirus program before continuing. You may select 'Disable Antivirus Programs' to do so manually, or you may select 'Continue', in which case Exemplify® will disable antivirus programs that may conflict with Exemplify®.
- You will then be presented with Pre-Exam Notices. Review each Notice and then click 'Next'.
- You will see a “Monitoring” eyebrow at the top center of your screen. During each examination test session, the ExamMonitor component of the Exemplify® software will record audio and video of the test session. For examination integrity and security, it is imperative that you remain within the camera frame throughout the test session. You will need to periodically check the “Monitoring” eyebrow at the top center of your screen to ensure that your face is visible within the camera frame for the recording.
- Once you have reviewed all Pre-Exam Notices, you will be presented with the first test item for the test session. At this time, the automated ExamSoft timer will begin counting down, marking the duration of the test session. The test session ends when you exit the exam file, or when the ExamSoft timer reaches zero, automatically exiting the exam file.
- For the MBE portion of the examination, you will have an option to strike-through particular answers for each question to eliminate presumed incorrect answers as you consider the question. You must actually select an answer to each question (and not just strike-through purported incorrect answers) to receive credit for a correct answer.

Technical Support during the Examination

- Applicants receiving non-standard testing accommodations may call the Board's office if they are unable to access a password for a test session. **For any other technical support, all applicants must contact ExamSoft support at 888-816-3065.**
- Applicants are permitted to access their cell phones for technical support. Applicants must use the cell phone in front of their computer. Cell phones must be removed from arm's reach immediately after the support call ends, and removed from the testing room at the end of the test session.
- Assistance will also be available through ExamSoft's online chat assistance, but this will only be accessible until applicants enter the secure software platform for the test sessions. On exam days, applicants should call ExamSoft Support at 888-816-3065, if technical assistance is needed.
- Applicants are able to resolve some technical issues by rebooting their device. To re-boot the device, applicants should perform the following steps:
 - 1) **DO NOT CLOSE OR EXIT THE EXAMINATION.** If an applicant closes or exits the examination, the applicant will be unable to re-enter and the examination test session will end.
 - 2) Reboot the device by pressing and holding the power button until the device is completely off.
 - 3) Wait 5 seconds.
 - 4) Restart the device by pressing the power button again.
 - 5) Once Examplify® restarts, it will return to within 59 seconds of where the applicant left off in the examination.
 - 6) *If prompted for a resume code due to a delay in restarting the device, applicants must contact ExamSoft Support at 888-816-3065 for a resume code.*

Uploading Exam Files

- To exit the exam once finished, click 'Finish' or select 'Exam Controls' then 'Submit Exam'.
- On the next screen, select the checkbox to confirm that you have completed the exam, then click 'Submit Exam'.
- After clicking 'Submit Exam' you will see a screen indicating your answer file is being prepared and that the software is exiting Exam Mode.
- If your files take some time to upload, you will see a yellow Upload in Progress screen telling you that files are still uploading. You can click 'Return to Dashboard' if you need to begin the next test session. If not, you may stay on this screen until the progress bar is at 100%.
- When the progress bar reaches 100%, you will see a green screen and can return to the Dashboard.
- If you choose to return to the Dashboard on the yellow screen, you can see if your proctoring files are still in Upload status. The green arrow will continue to move if the files are uploading. The minimum requirements for internet speed are 2.5 Mbps. The

monitoring file for a 90-minute exam at minimal speed should generally take approximately 15 minutes.

- If you need to begin the next test session before your exam answer files and ExamMonitor files have uploaded, you may upload the files after you complete the test sessions for that Exam Day.
- Once your exam answer files and ExamMonitor files are successfully uploaded, you will see a green checkmark indicating a Completed status on your Dashboard screen. Additionally, ExamSoft will send you a separate confirmation email for each exam answer file and ExamMonitor video file successfully uploaded.
- **You must upload all exam answer files and ExamMonitor files by 11:59 p.m. Eastern Time on each Exam Day.**