

FEBRUARY 2021
ILLINOIS REMOTE BAR EXAM
CODE OF CONDUCT AND TESTING CONDITIONS

1. I agree to comply with the following Bar Exam conditions and requirements:
 - a) I will abide by the remote-proctoring rules included here, as well as any other Bar Exam rules provided to me, and I accept the Bar Exam remote testing conditions outlined in this document.
 - b) I am fully responsible for my own testing equipment, including my permitted computer, functional camera, and functional microphone, and the environment in which I test.
 - c) I have followed the recommended steps from ExamSoft to ensure that my computer meets the minimum system requirements (MSRs) listed by ExamSoft, and I affirm that my computer meets or exceeds the MSRs.
 - d) I will have my laptop battery fully charged and my computer plugged in for the duration of the exam sessions.
 - e) I will download, take, and upload the two mock exams provided by ExamSoft, on or before January 29, 2021, at 5 pm CST. If I do not, I will be withdrawn from the Bar Exam and will not be re-enrolled, and will not be refunded my fee or transferred to a subsequent exam, absent an extension granted by the Illinois Board of Admissions to the Bar (“the Board”).
 - f) I will have my government-issued, valid identification available when I take the first mock exam, I will display it when instructed to do so, and will confirm when instructed to do so. If I do not, I risk having my identity unverified and my exam results invalidated.
 - g) I will acknowledge my receipt and understanding of this Code of Conduct and Testing Conditions on or before January 29, 2021, at 5 pm CST. If I do not, I will be withdrawn from the Bar Exam and will not be re-enrolled, and will not be refunded my fee or transferred to a subsequent exam, absent an extension granted by the Board.
 - h) I will provide to the Board a full description of my monitor and camera that I have used to download the mock exams, take the mock exams, upload the mock exams, and download the exam files, that I intend to use to take the February 2021 exam. I will do this on or before February 19, 2021, at 5 pm CST. If I do not, I will be withdrawn from the Bar Exam and will not be re-enrolled, and will not be refunded my fee or transferred to a subsequent exam, absent an extension granted by the Board.
 - i) I will download the Bar Exam files and verify installation of the latest version of the software provided by ExamSoft on or before February 19, 2021, at 5 pm CST. If other versions are released, I will follow instructions provided by the Board and ExamSoft to download all updates and new releases of software. If I do not, I understand that I risk malfunctions on exam day and that my exam score may be affected. I further understand and accept that should that occur and I am unable to access and/or complete any portion of the exam, that I will not have grounds for review of my exam score.

- j) My testing environment meets all requirements set by the Board, the National Conference of Bar Examiners (NCBE), and ExamSoft.
- k) I understand that a mechanical failure or malfunction of my computer or any other equipment, or loss of power or internet, will not be grounds for review of my Bar Exam score.
- l) I will adhere to the standard time schedule provided to me. If I have a different schedule due to an approved accommodation, I will adhere to the schedule provided to me.
- m) I will not read the exam questions for the Bar Exam aloud, or mouth them, absent an approved accommodation.
- n) I have assured I have access to reliable internet service, sufficient internet bandwidth, and sufficient internet access on each exam day in order to conduct the necessary exam-day registrations, downloads and uploads.
- o) I will allow a recorded video and audio stream of myself and my surroundings at all times when taking the Bar Exam, I will assure that my entire face can be seen in the video at all times, and that my audio is working at all times.
- p) I will upload the Bar Exam file(s) containing the examination answers, which I completed during the examination, by the deadline.
- q) I will upload the Bar Exam video(s) containing the recordings of my testing environment during the examination, by the published deadline.
- r) If I experience technical difficulties during any portion of the bar exam, I will notify the Board as soon as practical, but in no event later than three business days after the end of my exam period.
- s) I will sit for all sessions of the bar examination. If I choose to abandon part or all of the exam, or if I have an emergency that prevents me from completing some or all of the exam, I will notify the Board within three business days of the end of my exam period.
- t) I will exit the bar exam file upon the conclusion of each examination session and I will not attempt to access or alter my answers after the time allowed for any session, for any reason.
- u) If I fail to upload my Bar Exam answer file(s) and Bar Exam video(s) by the published deadline, then my Bar Exam will not be scored, and it will be as though I did not sit for the Bar Exam, and will be deemed to have failed.
- v) I cannot challenge scores received on the Bar Exam based on the testing conditions.
- w) I have reviewed and will accept the use of Exemplify under the provisions of the ExamSoft license and privacy policy at the ExamSoft website (<https://examsoft.com/privacy-policy>) and will agree to be bound by those terms and conditions.
- x) I will notify the Board within a reasonable time if there were any unavoidable violations of this Code of Conduct before or during my exam, or if there was an equipment or software malfunction.

2. I acknowledge that the following conduct will be prohibited during the Bar Exam:
- a) Leaving the view of the webcam outside of scheduled breaks, absent an approved accommodation. You may leave camera view once you have finished the session of the exam.
 - b) Moving in such a way that the entire face is not visible in the camera at all times and during all test sessions, absent an approved accommodation. I will use the eyebrow function in Examplify to verify and ensure that my entire face is visible at all times during exam sessions.
 - c) Attempting to bypass or avoid the remote proctoring mechanisms and protocols.
 - d) Obtaining or receiving, or attempting to obtain or receive, assistance on the Bar Exam.
 - e) Any individuals, other than the applicant, coming into the exam room.
 - f) Smoking or vaping during the Bar Exam.
 - g) Reading exam questions aloud, or speaking during the exam session, unless I have been granted the ability to speak aloud as part of a testing or administrative accommodation.
 - h) Using any device or material to record the text or substance of any National Conference of Bar Examiners (NCBE) materials used for the Bar Exam.
 - i) Giving, receiving, or seeking assistance or information while taking the Bar Exam with the exception of seeking technical assistance from ExamSoft.
3. I agree that the following materials are contraband and are strictly prohibited from the room where I take the Bar Exam:
- a) Cell phones or other electronic devices, including a tablet or additional computers or monitors, in the exam room or connected remotely to any other devices or equipment in the exam room (other than the permitted computer, microphone, camera, and mouse). If placing such devices completely out of the room is a theft risk, I will assure that the item is completely turned off and at least six feet away from me.
 - b) Notes, study aids, or other papers or exam resources. *Physical scratch paper will be allowed for the MPT only. Any scratch paper or writing implements during the MEE and MBE are prohibited, absent an approved accommodation.*
 - c) Digital or analog timers, watches, or clocks (the exam software has a built-in timer that allows applicants to set timed reminders).
 - d) Bags, purses, wallets, backpacks, cases, and similar items unless they are closed and out of the reach of the applicant.
 - e) Books of any kind, unless they are closed and out of view and reach of the applicant.
 - f) Radios, stereos, or other devices or equipment that can make audible sounds in the exam room (other than the permitted computer), unless they are turned off and out of reach of the applicant.
 - g) A second monitor, television or other electronic screen, other than one monitor attached to the permitted computer upon which the Software is loaded, unless it is

turned off and not displaying any text or information while any part of the exam is in session.

- h) Earplugs, earbuds, headsets, headphones, headbands, or any device that is worn inside or over the ear, absent an approved accommodation, or other Board approval.
- i) Hats, headbands, or any head-coverings of any type absent Board approval received before the exam. This includes religious apparel. Any applicant wishing to wear a head covering of any type **MUST** contact the Board and seek an administrative accommodation.
- j) Food or beverage of any kind absent an approved accommodation, or other Board approval.
- k) Highlighters, pens, erasers, stylus pens or tools, pencils, book holders or stands absent an accommodation. **Pens and non-mechanical pencils will be permitted for the MPT only, absent an approved accommodation.**
- l) Medications of any kind absent an approved accommodation.

4. I expressly grant IBAB, ExamSoft, and NCBE, as well as their employees and agents, license to view, record and distribute audio and video taken from my examination for the purposes of proctoring my Bar Exam, for the purposes of ensuring exam security and determining my character and fitness for admission.

5. I understand and agree that in order to take the Bar Exam, I must register with ExamSoft before the registration deadline set by ExamSoft, pay any fees required by ExamSoft, download any necessary files required by ExamSoft, and take at least two mock exams before January 29, 2021, at 5 pm CST. I acknowledge and agree that should I fail to meet the requirements set forth in this section, that I will be automatically withdrawn from the February 2021 exam, absent approval for an extension granted by the Board. I also acknowledge that the Board recommends I use all of the allotted time in the mock exams so that I may become familiar with the characteristics of the software.

6. I understand that this bar exam is still a function of the Illinois Supreme Court and I will conduct myself professionally during the exam. This includes, but is not limited to, proper dress, behavior, and decorum.

7. I agree to refrain from engaging in any and all prohibited conduct described herein, as well as any other conduct that intentionally violates the integrity or security of the Bar Exam.

8. I agree that my failure to comply with this Code of Conduct will result in strict sanctions, including, but not limited to, a zero for the exam session in which the prohibited conduct occurred, a zero for the entire exam, or a negative impact on my moral character determination.

9. I understand and acknowledge that the Illinois Board of Admissions to the Bar ("IBAB") will allow me to use a specified personal laptop computer or personal desktop computer ("permitted computer") with pre-installed Examplify software from ExamSoft (Software) to take the Bar Exam administered remotely by the Board.

**BY BEGINNING THE FIRST SESSION OF THE ILLINOIS BAR EXAMINATION, I HEREBY
ACKNOWLEDGE THESE RULES AND AGREE TO ABIDE BY ALL TERMS STATED ABOVE.**

DECLARATION ACCEPTING CODE OF CONDUCT, TESTING CONDITIONS & RELEASE OF LIABILITY

I, _____
PRINT NAME **AND** SIGN HERE

hereby declare and affirm that I have reviewed this Declaration Accepting Code of Conduct and Testing Conditions ("Declaration") and that I agree to the statements and affirmations contained herein, and to comply with all conditions set forth below, as a condition of being permitted to take the February 2021 Illinois Bar Exam.