



KENTUCKY OFFICE OF BAR ADMISSIONS

KENTUCKY BAR EXAMINATION

FEBRUARY 28 & 29, 2012

**General Instructions
and Information**

FEBRUARY 28 & 29, 2012

Kentucky Bar Examination

Kentucky Office of Bar Admissions
1510 Newtown Pike, Suite 156
Lexington, KY 40511
Phone: (859) 246-2381
Fax: (859) 246-2385
E-mail: info@kyoba.org
Website : www.kyoba.org

Table of Contents

Introduction	1
Dates & Location	2
Exam Instructions	2-6
Dress Code	
Photo Identification	
Not Permitted & Permitted	
Personal Items	
Checklist (What to Bring)	
Registration	
Leaving the Registration Area	
Leaving the Examination Room	
Breaks	
Late Arrivals	
Applicant Number	
Computer Practice Session	
Exam Schedule	7-8
Essay Examination	
Multistate Bar Examination	
Notification of Medical Condition	9
Notice of Medical Alert Form	10
ENCLOSURE –	
Clear Plastic Zip-Loc Bag	

Introduction

This manual is to notify you of the dates, location and general instructions for the February 2012 Kentucky Bar Examination. It is strongly suggested that you read **all** information, as there are important policies and procedures pertaining to the administration of the bar examination.

*This manual should not be construed as a final approval by the Character and Fitness Committee of your eligibility to sit for the examination. That approval will be provided separately in mailings to applicants. **NOTE: The final approvals may not be received by all applicants at the same time. Approvals will be mailed on different dates when files are completed and approved by the Character and Fitness Committee. Character and Fitness certification notices will not be re-sent to those previously certified within the last 3 years.***



Dates & Location

The next Kentucky Bar Examination will be held Tuesday and Wednesday, February 28 & 29, 2012 at CROWNE PLAZA LEXINGTON - THE CAMPBELL HOUSE LOCATED AT 1375 SOUTH BROADWAY, LEXINGTON, KENTUCKY. For hotel reservations, contact Crowne Plaza Lexington – The Campbell House at 859-255-4281 OR (800) 227-6963. The room rate is \$89.00 plus tax. The cutoff date for this special room rate is **February 15, 2012**.

Please note: When calling the Crowne Plaza Lexington – The Campbell House, please be sure to reference Block Code: KOB when making your reservations.



Exam Instructions

DRESS CODE

All applicants shall be appropriately dressed for the administration of the bar exam. Casual attire is appropriate, but must be suitable for the occasion. The determination of whether an applicant is appropriately dressed shall be left to the discretion of the Board of Bar Examiners. The Board reserves the right to deny an applicant permission to sit for the examination if his or her dress is deemed inappropriate.

Examples of dress that will be found inappropriate are shorts, blue jeans with holes, tank tops or halter-tops, and sandals and shoes that make noise when walking (ex., flip flops). Examples of clothing that will be found appropriate are casual slacks, jeans and polo shirts for men and blouses, slacks, jeans or skirts for women. Please arrive sufficiently in advance of the examination if you should have any questions regarding the dress code.

Because the examination hall is quite large, the temperature will be variable. The temperature at certain times or in certain parts of the examination hall may be lower than some applicants prefer. Therefore, you may want to wear a sweater or dress in layers.

NOTE: COATS AND JACKETS WITH POCKETS WILL NOT BE PERMITTED INSIDE THE EXAMINATION ROOM.

PHOTO IDENTIFICATION

You will be required to produce a **photo ID** at the time of registration. Forms of acceptable photo identification are:

- Valid driver's license
- Government issued photo identification (ex., military I.D., passport)

An Exam Identification Badge will be given to you at the time you register. You will be required to wear the Exam Identification Badge during both days of the bar examination.

NOT PERMITTED & PERMITTED

The following ***WILL NOT BE PERMITTED*** in the examination room:

- Ear Plugs (*Ear Plugs will be provided*) or Headphones
- Ink Pens (*Ink Pens will be provided*)
- Pencils (*Pencils will be provided*)
- Highlighters
- Firearms, weapons or pocketknives.
- Cell Phones, Pagers, Ipods, MP3 Players, Palm Pilots or other hand-held computers, PDA's or any other electronic device.
- Calculator watches, wrist watches with picture-taking feature
- Briefcases, Laptop Cases, Backpacks, papers, books, outlines, notes, cameras, scrap paper, reference materials, bar review materials, written aids or electronic aids.
- Purses, Handbags, Pocketbooks or Fanny Packs.

- Coats and Jackets with pockets & Hats.
- Smoking (*Applicants will be permitted to smoke in the areas designated at the exam site.*)
- Food and drinks (*Applicants will be permitted to eat and drink in the areas designated at the exam site.*)

If any of the foregoing items are brought into the examination room, they will be confiscated. The Board is not responsible for any items lost, stolen or left outside the exam room.

The following items ***WILL BE PERMITTED:***

- Clear plastic Ziploc bag containing personal items.
***See [Personal Items](#) section for instructions on what must be placed in bag.*
- A clock or other timepiece is allowed, provided it does not emit noise at a level that might disturb other applicants, but you must disengage the sound mechanism (i.e., chimes or beeps).

PERSONAL ITEMS

Personal items are to be placed in the clear plastic bag that has been provided to you with this instruction manual. ***NOTHING IS TO BE LEFT IN POCKETS.***

Items that are to be placed in the plastic bag are:

- wallets & billfolds
- keys
- change
- handkerchiefs and any other personal items you may have
- clock or other timepiece

Use the following checklist to assist in what to bring into the exam:

- | | |
|--|--|
| - Photo Identification (<i>See Photo Identification section</i>) | - Clocks or timepieces
(<i>sound mechanisms must be disengaged</i>) |
| - Personal items in clear plastic bag | - Sweater (if desired) |

For Computer Testers –

- Laptop Computer (*Laptop Cases WILL NOT be permitted*)
- Power Cord

REGISTRATION

The registration process will occur on both Tuesday and Wednesday morning. If you are sitting for both days of the examination, you will be required to register on both Tuesday and Wednesday. If you are only sitting for one day of the examination, you will only be required to register on the day you are taking the exam.

You will be required to show Photo Identification at the time you register and sign a registration sheet. You will then be issued an Exam Identification Badge that you will be required to wear for the entire examination.

There will be a registration area for applicants who are testing by computer (*see Page 6 for further instructions*), handwriting the exam and for Non Standard testing applicants. Whether you are taking the exam by computer or handwriting the exam, there will be designated registration tables for all applicants taking both days of the exam and for applicants taking only one day of the exam. All registration areas will be clearly marked.

*****See Exam Schedule on Page 7 for Registration times.***

LEAVING THE REGISTRATION AREA

Once you have registered, you ***will not*** be permitted to leave the registration area. You may not go to your room, car or anywhere beyond the designated area.

LEAVING THE EXAMINATION ROOM

Once you enter the examination room after registering, you will not be permitted to leave the examination room until after the exam has started.

*****DO NOT ASK TO LEAVE THE ROOM ONCE YOU HAVE ENTERED*****

BREAKS

After the examination begins, applicants will be permitted to leave the room to use the restroom facilities or take a break when needed; however it is recommended that applicants keep breaks to a minimum.

During the last 30 minutes of both morning and afternoon sessions, no one will be permitted to leave the examination room.

LATE ARRIVALS

You should arrive in time to register. There will be no additional time granted for late arrivals for any reason.

APPLICANT NUMBER

To ensure your anonymity in the testing process, as you enter the exam room, you will be given an envelope containing a card with an applicant number that corresponds with an assigned seat number. This will be your applicant number and seat number throughout the examination. This process will insure that your identity will remain unknown during the grading process.

You will need to retain your applicant number, as test results will initially be released on the Board's website by applicant number. Anyone not having his/her applicant number will not be able to obtain the results until they are delivered by mail.

COMPUTER PRACTICE SESSION

In order to insure that your computer is functioning properly and that the software has downloaded correctly, the computer software company will conduct a practice session for applicants testing on computer on Tuesday, February 28th immediately following registration.

If you are taking the essay exam by computer, **you will be required to register and be seated in the exam room** by 8:45 a.m. on Tuesday, February 28th.



Exam Schedule

TUESDAY, FEBRUARY 28th – ESSAY EXAMINATION

REGISTRATION -

- **8:30 a.m. – 8:45 a.m. – Computer Testing Applicant Registration**
- **8:45 a.m. – 9:05 a.m. – Handwriting Applicant & NST Applicant Registration**

8:45 a.m. – 9:05 a.m. – Computer Practice Session

9:10 a.m. – Examination Instructions

9:30 a.m. – 12:30 noon - Kentucky Essay Examination. The Kentucky essay examination consists of six essay questions administered during the three-hour session. Answer booklets will be provided.

12:30 noon – 12:45 p.m. – Answer books and USB drives collected.

12:45 p.m. – 1:45 p.m. – Lunch Break. There is a restaurant located in the Hotel

1:45 p.m. – Examination Instructions

2:00 p.m. - 5:00 p.m. - Multistate Essay Examination.

The MEE consists of six essay questions administered during the three-hour session. MEE answer booklets are provided

5:00 p.m. – 5:15 p.m. – Collect answer books and USB drives.

**WEDNESDAY, FEBRUARY 29th – MULTISTATE BAR
EXAMINATION**

8:30 a.m. – 9:05 a.m. – Registration for all applicants.

9:10 a.m. – Examination Instructions

The Multistate Bar Examination (MBE) is given in two sessions, Morning and Afternoon, each session being three hours in length.

9:30 a.m. – 12:30 noon – Morning Session.

12:30 noon – 12:45 p.m. – Collect Exams and verify answer sheets

12:45 p.m. – 1:45 p.m. – Lunch Break

1:45 p.m. – Examination Instructions

2:00 p.m. – 5:00 p.m. – Afternoon Session

5:00 p.m. – 5:15 p.m. – Collect Exams and verify answer sheets

NOTIFICATION OF MEDICAL CONDITION

If you have a medical condition, such as diabetes, heart disease, epilepsy, or any other condition that might possibly require emergency medical attention during the examination, you are requested to complete the enclosed Medical Alert Form. Please list the name and telephone number of any persons who should be contacted in case of an emergency.

If there are any items that you need to bring with you, such as food and medicines, those items must be listed on the form. As previously instructed, no food or drink is permitted in the examination room, therefore if you have a medical condition which requires either of these items, it must be kept in the lobby.

NOTICE OF MEDICAL ALERT

Applicant's Name (Print)

SS#

Examination Date: _____

Do you wish to make the Kentucky Office of Bar Admissions aware of any medical condition such as diabetes, etc.? _____

Emergency instructions as follows: _____

Emergency contact persons (names and telephone numbers):

Applicant's Signature

Date

This form may be mailed to the Board's office at 1510 Newtown Pike, Suite 156, Lexington, KY 40511 or faxed to (859) 246-2385