

# NORTH DAKOTA BAR EXAMINATION

## FREQUENTLY ASKED QUESTIONS

### 1. When is the bar exam held?

The North Dakota Board of Law Examiners administers the Uniform Bar Exam (UBE). The bar exam is offered twice a year – the last Tuesday and Wednesday of February and July.

### 2. Where is the bar exam held?

The July bar exam is given at the Bismarck Event Center located at 315 S. 5<sup>th</sup> Street, Bismarck, ND. The February exam site varies based on availability. Examinees are notified of the location when their applications are acknowledged. Exam sites for accommodated applicants varies based on availability.

### 3. What is the timing of the bar exam?

The general timing of the exam is:

Tuesday morning – 9:00 a.m. to 12:00 noon – 2 MPT questions

Tuesday afternoon – 1:30 p.m. to 4:30 p.m. – 6 MEE questions

Wednesday morning – 9:00 a.m. to 12:00 noon – 100 MBE questions

Wednesday afternoon – 1:30 p.m. to 4:30 p.m. – 100 MBE questions

Instructions typically begin at 8:40 and 1:15 both days. You must be in your seat by these times. You may leave the exam site between the morning and the afternoon session.

### 4. When is the lunch break?

The lunch break is approximately 1 hour between noon and 1:00 p.m. You may leave the exam site over the lunch period.

### 5. Is there a time when I cannot leave the exam room?

Yes. Examinees may not leave the exam room during instructions or during the last 15 minutes of each session. If you finish the exam before the 15-minute warning to end the exam is called, you may turn in your exam and leave the exam room.

### 6. How are restroom breaks handled?

Only one person at a time will be excused to use the restroom. You must raise your hand and we will nod either “yes” or a “no” to indicate whether you may leave. Time is not stopped while you are in the restroom.

**7. When must Juris Doctor transcripts be received?**

Your law school transcript reflecting your Juris Doctor degree has been awarded is due in the Board office by February 1 (for the February bar exam) or July 1 (for the July exam).

Examinees will not be allowed to sit for the exam without proof of graduation from law school.

Transcripts are to be transferred directly from the educational institution. Transcripts can be sent electronically to [barexaminers@ndcourts.gov](mailto:barexaminers@ndcourts.gov) or mailed to:

State Board of Law Examiners  
Judicial Wing, First Floor  
600 E Boulevard Ave.  
Bismarck, ND 58505-0530

**8. When will I receive confirmation of my eligibility to sit for the exam?**

Applicants granted permission to write the bar examination will receive their eligibility letters by e-mail not less than two weeks before the examination.

**9. What can I bring into the exam?**

Please see the Prohibited & Allowed Items list below. This list may be updated for each exam, so review the specific list sent with your eligibility letter.

**10. If I can't bring items into the exam room, where do I leave them?**

There are areas designated where you can leave any personal items while you are in the testing room. These areas are NOT secure. The Board of Law Examiners assumes no responsibility for lost, stolen, or damaged belongings.

**11. Can I have a cell phone in my pocket if it is turned off?**

No. You may not have a cell phone or any electronic device in the exam room.

**12. Can I wear a watch, even if it is analog?**

No. You may not wear a watch of any kind. There are multiple clocks positioned around the exam room for everyone to see the time. The start and stop times of the exam are also written on large white boards.

**13. Can I bring a beverage into the exam?**

You may bring a clear beverage container (labels removed) containing non-alcoholic liquid.

**14. Can I bring my own earplugs, pens, and pencils into the exam room?**

No. We will provide a clear plastic bag containing your writing utensils, tissues, and ear plugs. These items will be provided to each examinee during check-in each morning. You can plan to put your ID, car keys, hotel key cards, cash or credit card in this bag as well during check-in.

Once in the exam room, you will remove your writing utensils, tissues, and ear plugs from the bag. The bag and remaining contents will go under your chair and cannot be accessed during testing. Please also see the Prohibited & Allowed Items list below.

**15. I have a medical condition which requires me to take medication or use a medical/physical assistive device during exam times. Will I be allowed to do so?**

Board policy requires you to inform Board staff of any medical/physical assistive devices needed inside the exam room. This includes, but is not limited to, hearing aids, canes, crutches, prosthetics, wheelchairs, etc. If you require the use of a medical/physical assistive device, please notify Board staff at least 10 days prior to the first day of the bar exam identifying the device needed.

Any medication required to be inside the exam room requires pre-approval. At least 10 days prior to the first day of the bar exam, a request for pre-approval must be received at the Board office. The request must include a letter from your medical provider specifying the name of the medication needed, purpose of the medication, dosage, dosage schedule/time, and any significant side effects of which a proctor needs to be aware. (Medications able to be taken before the a.m. session &/or at the lunch break do not need prior approval. They can be kept with your personal belongings and accessed before each exam session.)

**16. How many people are seated per table?**

One person is seated at each table. Table size is dependent on the exam location, but all are large enough to accommodate a laptop and exam booklet materials, averaging 4'-5' length and at least 18" depth.

**17. Is scratch paper allowed during any part of the bar exam?**

No. Scratch paper is not allowed. You may write in the question booklets.

**18. Are the laptop examinees and those hand writing the exam in the same room?**

Yes.

**19. Are the MPT/MEE questions printed out or are they available for viewing through Exemplify?**

The MPT/MEE exam questions are provided to examinees in a printed, booklet format. No actual questions appear in the Exemplify software program. The Exemplify software program is only for typing the answers to the questions.

**20. Do I need any of the passwords that I received when I downloaded the laptop software?**

No. You will be given needed passwords at the exam.

**21. Is there a dress code for the bar exam?**

No, but we suggest that you dress in layers. The temperature of the exam room can vary. If you wear or bring a light jacket, sweatshirt, hoodie, etc. you will be asked to remove it, turn it inside out, and/or pull up your sleeves. You will be asked to turn out all pockets or demonstrate they are empty.

**22. What if my laptop stops working or I have problems with it during the test?**

An Exemplify technician is on site during the MPT/MEE exam day. If you have difficulty with the Exemplify program, raise your hand for assistance. If the technician is unable to resolve the issue, you will have to continue hand writing the exam. Answer booklets and pens will be provided to you. If your laptop begins working, your written answer will be combined with your typed answer for the graders. The North Dakota State Board of Law Examiners does not take responsibility for failure of your laptop or the ExamSoft program.

**23. What forms of ID are accepted at the bar exam?**

You are required to bring positive proof of your identity in the form of photo identification such as a driver's license, school identification card, passport, or other official identification. The identification must also bear your signature.

**24. When are admission tickets issued?**

Applicants granted permission to write the bar examination will be issued their admission ticket during check-in on day 1 of the bar exam. You will sign the admission ticket in the presence of the person verifying your identification.

**25. What if my address changes or there are other changes to my information in my application?**

Remember that you have a continuing obligation to notify the Board office of your current mailing and e-mail address, as well as any other changes to your application until you are recommended for admission.

**26. Do I need to remove stickers from my laptop?**

If your laptop has stickers on the cover, you might consider taping white paper (with no writing on it) over the top of the stickers to avoid security concerns. Notes on the keyboard section should be removed, if possible.

**27. Is there a spell check featured enabled for the bar exam?**

No. Spell check is not enabled.

06/2024

## PROHIBITED & ALLOWED ITEMS

The North Dakota bar examination is administered in a secure setting. In order to protect the integrity of the bar examination, the following items are not allowed in the examination room under any circumstances. Examinees found in possession of any prohibited item may be subject to dismissal from the exam and deemed to have failed the exam. Any electronic device found will be searched and/or confiscated. Each violation is handled on a case-by-case basis.

### Prohibited items:

- Any electronic items, electronic media storage devices, and any form of digital or analog recording device, including, but not limited to, cell phone, camera, calculator, USB jump/thumb drive or similar item, fitness/activity tracker, iPod, MP3 player, radio (except a laptop and cord, if testing by laptop).
- Watches/clocks/timers of any kind (digital or analog) (clocks will be visible throughout the room)
- Any bag/purse/wallet/backpack/laptop bag/computer sleeve/briefcase/luggage or the like
- Pencils/Pens/Highlighters (writing utensils are provided)
- Paper/Books/Study aids (except admission ticket)
- Hats/caps/hoods (except religious apparel) worn on the head
- Food/Candy
- Chap stick
- Earplugs (soft earplugs are provided)
- Firearms or other weapons
- Wireless mouse/wireless keyboard/mouse pad
- External keyboard (exception: Microsoft Surface detachable keyboard allowed)
- E-cigarettes
- **Any item deemed to be potentially disruptive or a security risk by the test administrator**, which may include bulky outerwear and jewelry

Please do not wear fragrances, as some individuals are sensitive or allergic.

### Allowed items:

- Clear beverage containers (labels removed) containing non-alcoholic liquid
- Pre-approved medication (Request must be submitted 10 days prior to the first day of the bar exam. Medications able to be taken before the a.m. session &/or at the lunch break do not need prior approval. They can be kept with your personal belongings outside the exam room and accessed before each exam session.)
- Admission ticket
- Laptop (if using Exemplify) & power cord (only on day 1)
- Wired mouse (if using Exemplify) (only on day 1)

### Maintained in a clear Ziploc bag:

- Car keys, key fob, hotel key
- Passport/driver's license photo (no passport holder)
- Credit card/cash

### Items provided by the Board:

- Pencils (MBE Only)
- Pens (MPT/MEE Only)
- Highlighters (MPT/MEE Only)
- Soft earplugs
- Kleenex
- Ziploc bag

**All applicants and their belongings will be subject to search.**

I hereby acknowledge that I have read and understand this list of prohibited and allowed items for the bar examination.

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Date

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Signature