



## **Completing the Bar Admission and Examination Process**

**Presentation to Upper Level Students Preparing For  
The Florida Bar Examination**

**Florida Board of Bar Examiners**

**Fall 2023**



The Florida Board of Bar Examiners was created by the Florida Supreme Court to assist with the admissions process through the evaluation of character and fitness of applicants to the Bar, and to administer the bar examination. The board reviews applications and conducts investigations, and ultimately, makes a recommendation to the Court as to whether any particular applicant is qualified for admission.

This presentation focuses on information important to third-year law students (3L's). The board spends a lot of time on beginning students and on those who are at the final stage of taking the bar examination. As 3L's, you are almost there, and we have a lot to tell you at this stage of the admission process.

The screenshot shows the Florida Board of Bar Examiners website. At the top, there is a navigation bar with 'Create an Account' and 'Login' links, and a search box. The main header reads 'Florida Board of Bar Examiners'. On the left is a vertical navigation menu with items: Home, Admission Requirements, Rules, FAQ, Exam Information, Test Specifications, Study Guide, and Virtual Tour, Examination Results and Statistics, Application and Conversion Checklists and Supporting Forms, Test Accommodations Petition, Links (highlighted in yellow), MPRE Information, and Security Policy. The main content area is titled 'Online version of the bar admissions information' and contains a red circle around the text: 'An online version of the bar admissions information presented to beginning Florida law school students is now available:' followed by a bulleted list of three PDF links: 'January Beginning Student Information (PDF - 1.5Mb)', 'May Beginning Student Information (PDF - 1.5Mb)', and 'August Beginning Student Information (PDF - 1.5Mb)'. The right sidebar includes a 'Latest News' section, a 'Filing Deadline' notice about the July 2017 General Bar Examination results, a 'MacBook Pro with Touchbar' notice, and a 'Windows 10 Creator' notice.

You might have attended a presentation at the beginning of your first year (1L) of law school that focused on the character and fitness investigation. This session supplements the 1L presentation.

We hope that you took our advice at the 1L presentation and registered early. If you did not, we recommend that you register as soon as you can. The 1L presentation is available on our website and provides more detailed information on the character and fitness investigation conducted by the board.

# Filing the Bar Application

[www.floridabarexam.org](http://www.floridabarexam.org)

**Print and  
Use  
Checklists**



**File A Bar Application**

**Convert a Student Registration  
or CLI Registration to Pursue  
Admission to The Florida Bar**

The board's website also has some detailed and helpful checklists for you, whether you are applying with us for the first time, or converting your registration to a full bar application.

For those of you who already filed a student registration, once you get to your third year, you must file a supplement to that registration to convert it to an application for admission to The Florida Bar. You must also file a separate application to take the bar exam.

Be sure you use the checklists. If you submit an incomplete filing, you can face delays in the processing of your application, additional costs, or miss deadlines.

# REGISTRATION PREVIOUSLY FILED

The screenshot shows the Florida Board of Bar Examiners website. At the top, there is a dark blue banner with the text "REGISTRATION PREVIOUSLY FILED". Below this is a navigation bar with "Create an Account" and "Login" links. The main header reads "Florida Board of Bar Examiners" with a search bar. The central content area is titled "Checklist to convert a Student Registration or CLI Registration to pursue admission to The Florida Bar (Registration previously filed)". It includes a sub-header, a paragraph explaining the form's purpose, and two main sections: "STEP 1 - PRINT AND USE THIS CHECKLIST" and "STEP 2 - GATHER INFORMATIONAL MATERIALS". A sidebar on the left contains various navigation links such as "Home", "Admission Requirements", "Rules", "FAQ", "Exam Information", "Application and Conversion Checklists", "Test Accommodations", "Links", "MPRE Information", and "Security Policy". On the right side, there are three informational boxes: "Latest News", "Filing Deadline" (stating the July 2017 exam results will be released on September 15, 2017), "MacBook Pro with Touchbar" (noting that applicants will be able to use it for the July 2017 exam), and "Windows 10 Creator" (warning that the Windows 10 Creator system requirements are not supported by ExamSoft).

The checklists are detailed and provide a step-by-step guide to submitting a complete application. If you registered with the board as a 1L, use the checklist to convert a student or CLI registration.

We recommend that you file the Supplement at the beginning of your third year of law school, so we can update your background investigation and, assuming there are no additional issues, get you cleared before you take the bar exam.

If you wait, you are risking the possibility that you might pass the bar exam, but not be admitted to practice because your background investigation is not complete.

Despite our best efforts to encourage students to file early, we still receive about 1,000 applications during the week of May 1st. If you convert your student registration before then, you will be ahead of all those applicants, so file as soon as possible.

# REGISTRATION NOT PREVIOUSLY FILED

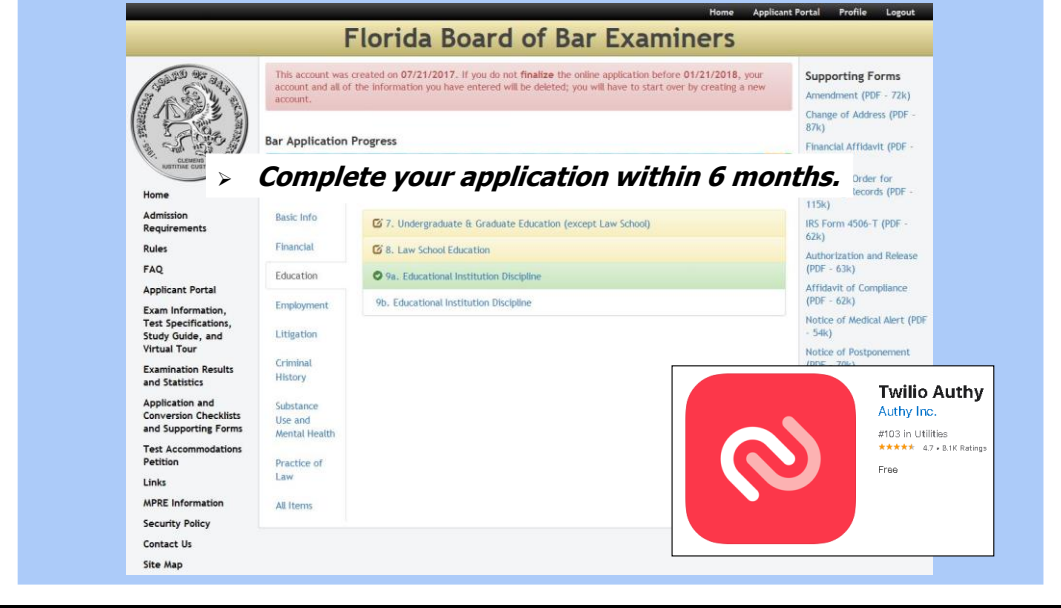
The screenshot displays the Florida Board of Bar Examiners website. At the top, a dark blue banner reads "REGISTRATION NOT PREVIOUSLY FILED". Below this, the website header includes "Florida Board of Bar Examiners" and navigation links for "Create an Account" and "Login". A search bar is also present. The main content area is titled "Checklist to File a Bar Application (Student Registration not previously filed, first time taker of the examination)". It provides instructions on how to use the form and lists two main steps: "STEP 1 - PRINT AND USE CHECKLIST" and "STEP 2 - GATHER INFORMATIONAL MATERIALS". Step 1 includes tasks like printing the checklist and ensuring all supplemental documents are included. Step 2 lists 10 items to gather, such as residence information, school records, personal references, employment history, military service, financial records, litigation history, and arrest records. A sidebar on the left contains various navigation links like "Home", "Admission Requirements", "Rules", "FAQ", "Exam Information", "Test Specifications", "Study Guide", "Virtual Tour", "Examination Results and Statistics", "Application and Conversion Checklists and Supporting Forms", "Test Accommodations Petition", "Links", "MPRE Information", and "Security Policy". On the right side, there are several informational boxes: "Latest News" with a thumbnail, "Filing Deadline" stating the July 2017 results will be released on September 18, 2017, and the February 2018 exam is on November 15, 2017; "MacBook Pro with Touchbar" advising applicants to use this device for the July 2017 exam; and "Windows 10 Creator" warning that the Windows 10 Creator edition does not meet ExamSoft's minimum system requirements.

For students filing a Bar Application with the board for the first time, the application is interactive and must be completed online. Use the checklist on our website titled “Checklist to File a Bar Application.”

If you are in this position, you should complete the application as soon as you can so the board can conduct the background investigation.

About 75% of applicants complete the background investigation process within four months; however, it can take longer than that depending on how much there is to investigate and how complete your application is when submitted. If you want to be cleared by grade release, it is to your advantage to file your bar application as soon as possible. Filing early also gets the application process out of the way during the months you will want to concentrate your time on preparing for the bar examination.

# NON-REGISTRANTS MUST CREATE AN ACCOUNT.



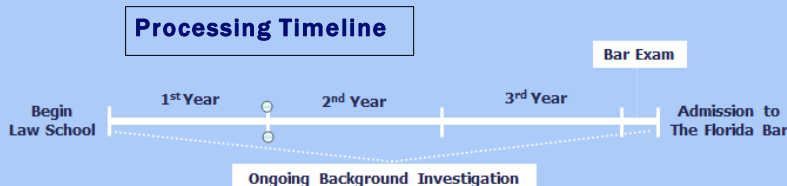
To get started, students who did not register during their 1<sup>st</sup> or 2<sup>nd</sup> years of law school must create an account on the board’s website. After printing the appropriate checklist, you will need to install an app on your smart device that will allow you to use a 2-step verification process when you log in to the applicant portal to work on your application.

There are many authentication apps available, but the board recommends that you install the Twilio Authy app. We have thoroughly tested it with our website.

Once you have the two-factor authentication app, you will select a user name, which must be in the form of a valid e-mail address, and a password. After you create the account, the program will send an e-mail to your user name address that contains a link you must use to activate your account.

You **MUST** complete the application within six months. The board’s website is designed to delete any accounts over six months old and not finalized, and once this happens, your information cannot be recovered and you will have to start over. You can check your progress and the deadline to finalize your application on the Main Menu page. In the sample shown here, the bar application account was created on July 21, 2017, and must be finalized by January 21, 2018.

# “BE PROACTIVE”



## Treat the admissions process like your 1<sup>st</sup> case!

- Investigate yourself.
- Review your law school application and amend now.
- File timely amendments (including changes of address).
- Respond to Board requests ASAP.

What else can you do to help speed things along? Be proactive – treat the admissions process as if it were your first case. When the board receives your application, it is reviewed for completeness. After that initial review, the board acknowledges receipt of your materials through your applicant portal. As your background investigation moves forward, you may receive requests for additional information. You can greatly reduce the time consumed in these stages of the investigation by being proactive.

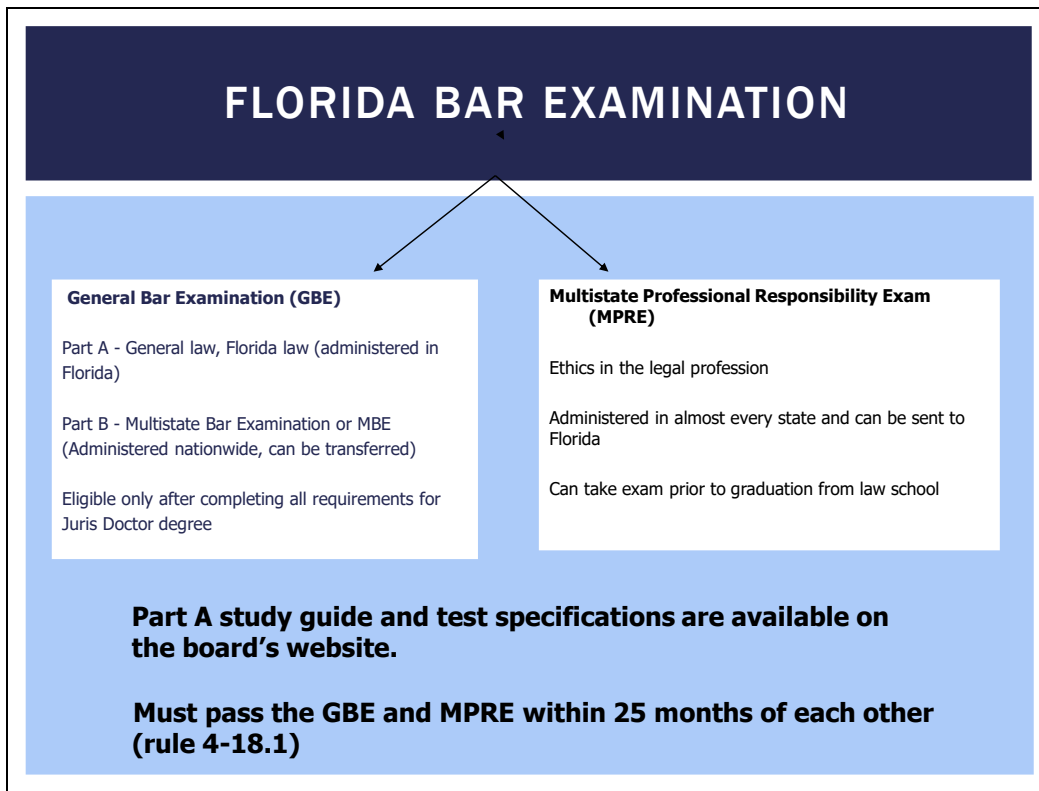
Investigate yourself to make sure you are reporting accurate information. You can check your own credit report, your own driving record, and your law school application.

Review your law school application and confirm you disclosed all required information accurately and candidly. If you find any problems, take action to amend the application now.

It is your responsibility to file timely amendments within 30 days of any change that would result in a different answer to a question on the bar application. This includes making sure the board has a correct mailing address for you at all times.

Respond as soon as possible to any requests received from the board. Check your portal weekly for board correspondence. As your background investigation moves forward, there may be requests made of you from time to time to verify, clarify, or document information.

As you report events to the board, do so as a researcher, not as an advocate. Attempts to persuade, minimize, or place your history in a better light can be more harmful than helpful. An honest, factual explanation is always the best path to take.



In addition to clearing the background investigation, all applicants must successfully complete the Florida Bar Examination, which has three components. Our rules require that applicants pass all three components within 25 months of each other.

The General Bar Examination is composed of Part A, which tests your knowledge on both general and Florida law, and Part B – the Multistate Bar Examination or MBE, which is designed to assess your ability to apply fundamental legal principles and legal reasoning. You can find Test Specifications for the Florida portion of the examination on the board's website, as well as a Part A study guide, both available at no cost. You can learn more about the MBE by visiting the National Conference of Bar Examiners website at [www.ncbex.org](http://www.ncbex.org). The NCBE website offers Online Practice Exams (OPE's) for the MBE and MPRE for a very nominal fee.

The MPRE evaluates your understanding of the special ethical guidelines that apply to the legal profession. This is the only part of the Florida Bar Exam that can be taken prior to graduation. It is typically administered in March, August, and November at various locations around the country.

The MBE and MPRE do not have to be taken in Florida; however, you must remember to request that your score be transferred to this jurisdiction.



## THINGS TO DO BETWEEN 3<sup>RD</sup> YEAR/GRADUATION AND TAKING BAR EXAM:

- Be aware of examination filing deadlines.
- Timely file the separate Bar Examination Application (get your ticket of admission).
- If desired, timely register to use your laptop when taking the examination.
- Check your applicant portal weekly.
- Watch for emails from the board and from laptop software vendor.
- Reserve your hotel room EARLY.
- Make all of your travel arrangements EARLY.
- Review the Virtual Tour of the bar examination on the board's website.

Here are some steps you can take to assure a smooth examination experience. There are filing deadlines to meet and many other steps you can take to make sure you are set up for success.

Take advantage of the resources available on the board's website and give attention to the board's correspondence. Check your applicant portal weekly. There are a lot of details and things you might not initially think about like making early hotel reservations.

Many people are stressed about the bar exam, and we understand that. One way to reduce that stress is to take care of what you can well in advance.

# EXAMINATION DEADLINES

Ticket of Admission  
into the  
Bar Examination



## 1. Exam Ticket - required for everyone

File your application\* *timely by the first deadline*. Thereafter, late fees accrue up to the *cut-off date* to apply for the examination (no exceptions and no time extensions).

## 2. Laptop Program - optional, by request

Apply for and pay the \$125 laptop fee *timely by the first deadline*. Take note of the *cut-off date* to apply for the laptop program (no exceptions and no time extensions). If your application is not complete in its entirety by the first deadline, including payment of all required fees, you will not be able to register your computer for the examination.

Register and qualify with the exam software vendor before the cut-off deadline (no exceptions, no time extensions, and no refund of the laptop fee).

## 3. Test Accommodations - available by petition

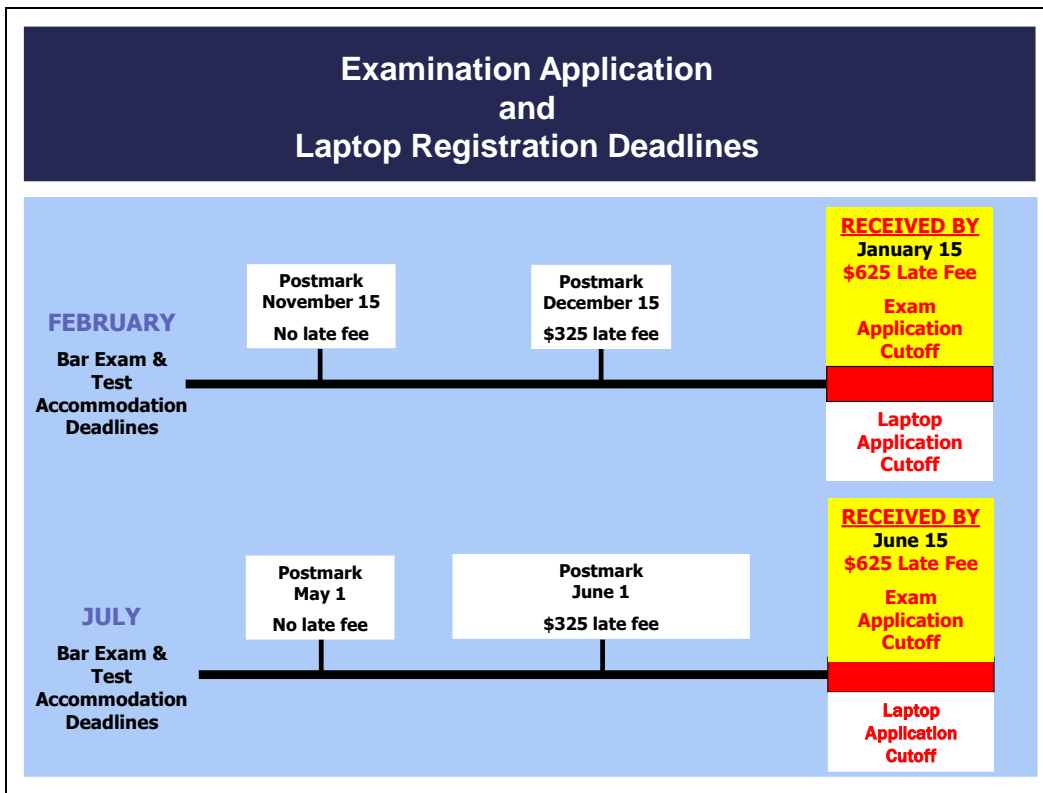
Submit the required paperwork for the petition process as early as possible ahead of the *initial timely deadline*. Thereafter, late fees accrue through the *cut-off date* for petitions to be considered for the examination (no exceptions and no time extensions).

Detailed information, forms, and instructions are available on the board's website.

First thing. Know the deadlines that apply to the exam you are taking. They are listed on the website.

There are three deadlines you should look for:

- The deadline for filing the exam application – this application is required to get a ticket of admission to the exam. Note there is a cut-off deadline after which you are barred from applying for the current examination.
- The deadlines related to use of a laptop at the exam – there is a deadline for the application and fee to use a laptop, and deadlines for qualifying your computer through the exam software website. If you miss any of these deadlines, you will be required to handwrite the exam.
- The deadline for requesting test accommodations. If you are going to file a petition under the Americans with Disabilities Act, we encourage you to submit a complete petition with supporting documentation as soon as possible. Some of the forms must be completed by outside sources, so an early start is recommended.



The image above shows the deadlines for the exam application and laptop application for the February and July exams. For each exam, there is a timely filing deadline, a late deadline, and a FINAL deadline.

Note that these deadlines are firm deadlines – putting together a bar exam for more than 3,000 examinees is a huge production, and we can't make exceptions.

It is also important that you provide a valid email address that will remain valid as you continue the admissions process. This is particularly important if you elect to use a laptop during the examination. The board will email you instructions on how to register with the exam software vendor and how to install the vendor's software. If you change your email address and do not notify the board, you will not receive these instructions and will not be able to use the laptop for the examination.

# DID YOU GET A TICKET OF ADMISSION?

TICKET OF ADMISSION INTO THE GENERAL BAR EXAMINATION

## TICKET OF ADMISSION INTO THE GENERAL BAR EXAMINATION

Administered at: Tampa Convention Center 333 South Franklin St., Tampa, FL

July 26 - 27, 2022 - Parts A & B

Name: Last Name, First Name File No: 99999

### Badge Distribution

On the assigned day and time for distribution of badges, present this signed Ticket of Admission and proper photo ID at the registration tables to receive your photo badge.

### Examination Room Entry

1. On the day of the examination, report to the examination site at your assigned arrival time.

2. Show your photo badge at the metal detectors to be admitted into the testing facility.

Note: You may bring a jacket or sweater without a hood, laptop computer (if it was timely registered), money for lunch, one key (car or hotel), government issued photo identification, a face mask, a bottle of water, soft items, pens or blue/black ink pens without correction or eraser, essential supplies, and required medication into the examination room. Any other items require prior written permission from the board.

### Proctor of Compliance with Security Restrictions

I certify that I am not bringing any of the items listed below into the exam room during any of the scheduled testing sessions without prior written permission from the board. I understand that any such items found in violation of this rule will be confiscated and not returned **until the completion of the exam on Wednesday.**

- Cell phones or other electronic devices besides the computer I am using on the essay portion of the examination.
- Watches or fitness of any type
- Food, unless I have been granted a test accommodation or other permission
- Tobacco products, including cigarettes, tobacco and e-cigarettes or vaping devices
- Backpacks, bags, purses, tote bags, wallets, briefcases, laptop cases or sleeves
- Any written material including books, bar review materials, transcripts, notes, or scratch paper
- Highlighters, pens, and pencils
- Headphones, earbuds, headphones, or any sound suppression device other than non-electronic soft foam or one earring without cord or wire
- Banana caps or any headwear other than for religious reasons

### COVID-19 Restrictions

I certify that I have not been advised by a health professional to isolate for a positive test for COVID-19 or to quarantine for exposure to COVID-19.

I affirm that I have reviewed this ticket in its entirety and agree to comply the security restrictions contained therein. I understand that a violation of any of the security restrictions or my failure to timely respond to a board inquiry after the examination could cause impoundment of my exam results pending the outcome of an investigation which may involve a hearing before the board and may result in the invalidation of my exam results.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Examination Site Information

Examination badges must be picked up at the Tampa Convention Center on Monday afternoon, prior to the first day of the examination, during the following assigned time frames:

Last Name Starts With	Time Frame For Badge Pick-Up
A-C	1:30-2:00
D-G	2:00-2:30
H-I	2:30-3:00
M-O	3:00-3:30
P-S	3:30-4:00
T-Z	4:00-4:30

For those applicants taking Part B (IME) only, badges must be picked up on the Tuesday of the examination week, from 5:00-6:00 p.m., at the Tampa Convention Center.

Applicants will be assigned a reporting time on Tuesday and Wednesday mornings and after lunch to facilitate orderly entry into the examination room; this information will be on your badge. It is each applicant's responsibility to report during that window.

Applicants who arrive late will be permitted to start the examination but will not be permitted to make up any time due to their late arrival.

Once applicants are screened by security at the metal detectors, they must proceed directly to their assigned seat and remain seated at that table unless it is necessary to use the restroom or seek assistance from a proctor, board member, ExamSoft technician, or staff member.

Applicants who need technical assistance with their laptop computer prior to the start of the examination should proceed to the designated areas for technical support in the examination room.

Applicants are required to leave the Tampa Convention Center during the lunch break as there will be no areas or vendors for lunch inside the convention center.

### Laptop Use

All applicants who intend to utilize their laptop computers on the essay portion of the examination must:

- Register their computer with ExamSoft.
- Install the ExamSoft software. The computer must meet the minimum system requirements available at <https://www.examsoft.com/faq/faq-requirements>.
- Complete and submit the check-in form.

Applicants who fail to complete steps 1-3 above by the deadlines set by the Florida Board of Bar Examiners will be required to handwrite their essay responses.

On the day of the examination, applicants who are using their computers must:

- Leave their laptop computers in the examination room during lunch on the first day of the examination.
- Upload their essay answer files by 10:00 p.m. Eastern time on the day that the essay portion of the examination was administered.


Bring your **SIGNED** Ticket of Admission to the bar examination.

After you file a complete Examination Application and have paid all your fees, you should receive your 2-page ticket of admission into the General Bar Examination. The ticket will be posted as correspondence in your portal. If you do not receive it, there is something wrong. Use your portal to contact the board to find out what is preventing us from issuing you a ticket.

When you get the ticket, make sure the exam date is correct and print the ticket of admission.

You will bring this SIGNED Ticket with you to the bar exam. You MUST also have a proper photo ID (driver's license or other government issued picture ID) to receive your photo badge that you will wear during the exam.

**If you plan to use your laptop:**



**You must register with the board's laptop software vendor.**  
  
**Add vendor's email address to your email address book so vendor emails do not go to your spam folder.**

Laptop Deadlines

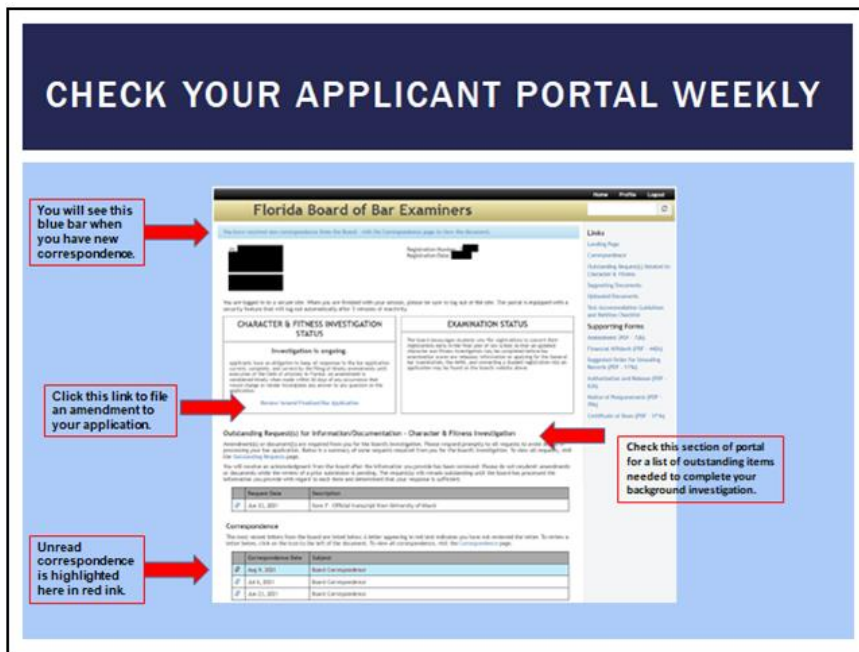
Examination Date	Exam Application Timely Filing Deadline	Register And Qualify With Software Vendor
February	November 15	Late January to February 1
July	May 1	Last June to early July

If you want to use your laptop during the exam, you must download software that enables you to securely take the exam by blocking access to files, programs, and the Internet during the examination.

If you sign up and pay to use your laptop, the board wants you to be able to use the software on exam day. You have to sign up with the board no later than January 15 for the February examination and no later than June 15 for the July examination, but we highly encourage you to submit your exam application by the timely filing deadlines above to avoid late fees.

In order to participate in the laptop program, you must register your laptop with the board's vendor, download the required software, and complete any practice exams within the required time frames established by the board for each examination. The deadlines will be emailed to you by both the board's vendor and the board prior to the examination. If your laptop is not registered, the software downloaded, and required practice exam(s) uploaded within those time frames, you will not have the option to take the examination using a computer and will be required to handwrite the exam.

You will receive emails from the software vendor to register your computer and download the software. Do not ignore these emails! If you get an email from the vendor, there is an issue you need to address. Make sure to check for emails as you prepare for the examination – also make sure to add the vendor's email address to your email address book so vendor emails don't get diverted to your spam folder.



Make it a weekly habit to check for correspondence from the board. We will communicate with you exclusively through your applicant portal. When a letter from the board is posted to your portal, you will receive an alert email at the email address you provided in your bar application. The email will tell you something has been posted to your portal. You must then log into your portal to read the correspondence.

If you tend to get a lot of emails and think you may not always see the alert email, find some way to remind yourself to regularly check the portal. You can set a reminder on your phone, set a google alert, etc. Also, make sure the board's email address is added to your email address book to avoid it being directed to spam.

The board will post several letters to you during the investigation. Our letters may advise you of exam-related announcements and important deadlines, such as the deadline by which you must submit all examination application materials in order to sit for an exam.

As shown in the middle section of the sample portal landing page, you can also find the present status of your character & fitness investigation and examination application on your portal. It updates automatically as staff moves your file through the stages of the application and investigation process.

Again, the applicant portal is the method by which the board will communicate with you.

# Thoroughly read letters from the board

**Admission into a General Bar Examination**  
Please provide the following:

- Confirmation that your fingerprints have been taken or scanned by MorphoTrust USA (required to receive a ticket of admission into the General Bar Examination). Please schedule an appointment with MorphoTrust USA at [www.lbfingerprint.com](http://www.lbfingerprint.com).
- As noted in this section, an item(s) necessary to receive a ticket of admission into the General Bar Examination was filed in a defective or incomplete condition, or not filed at all. You have been granted a 20-day grace period to correct the defect(s) without incurring a late filing fee. Failure to have all required items postmarked by 05/31/2017 will result in assessment of the appropriate late filing fee (amount determined by the date all required forms and items are submitted).

The item(s) listed above must be received by the filing deadline for the examination you wish to take to avoid escalating late filing fees (amount determined by the date all required forms and items are submitted). The late filing fees for the July examination are as follows:

- None if postmarked by 05/01
- \$225 if postmarked by 06/01
- \$625 if received by 06/15

Initial applications received after June 15 will not be accepted. Any application filing requirements completed subsequent to those dates, regardless of the date the initial application was filed, will not be considered to have met the late filing deadline and will not be accepted.

**Ticket of Admission NOT issued**  
**Applicant owes fingerprints**

The Florida Board of Bar Examiners anticipates processing your Bar Application as quickly as possible. The Rules of the Supreme Court Relating to Admissions to the Bar, amendment forms, change of address forms, and other supporting forms are on the website listed above.

Applicants have a continuing obligation to keep each and every question on the Bar Application current, complete and correct by filing timely amendments until the date of admission to The Florida Bar. Amendments must be sworn and notarized and are considered timely when made within 30 days of any occurrence that would change any response made to an application question.

**Acknowledgement of Received Item(s)**

- Certified copy of your birth certificate
- As requested, your ticket of admission for the 02/2013 General Bar Examination is enclosed.
- Photograph

**Admission into a General Bar Examination**  
Please provide the following:

- \$125 Laptop Fee (failure to pay this fee will prevent you from using your laptop in the General Bar Examination).

**Ticket of Admission IS issued**

- Birth certificate/photo received
- Still needs to pay laptop fee

When you submit your exam application, be on the lookout for the board's letter of response. If you do not receive an acknowledgement at all, chances are high that we did not receive your package. If there is a required document or fee outstanding, you will be advised in writing, such as in this excerpt from a letter to an applicant.

Even if our letter issues a ticket, read the letter! We may be communicating something very important to you, like when we told this applicant that the laptop fee remained outstanding.

There is always the chance that you may have missed something, even though you think you properly submitted all required items. We will definitely let you know – but you have to read the letter.

Make sure that you read the board's correspondence and that you get that Ticket of Admission in your hand and review it thoroughly before exam day.

# TESTING FORMAT & SCHEDULE

## ■ Tuesday Format

- Part A – Florida portion
- 3 essays in the morning session and 100 multiple-choice in the afternoon

## Wednesday Format

- Part B – Multistate Bar Examination (MBE)
- 100 multiple-choice in the morning session and 100 multiple-choice in the afternoon



### Morning Sessions

- 8:00 a.m. – 8:30 a.m. Arrival & Badge Distribution
- 8:00 a.m. – 9:10 a.m. Examination Room Entry
- 9:10 a.m. – 9:30 a.m. Test Instructions
- 9:30 a.m. – 12:30 p.m. Session I

### Afternoon Sessions

- 12:30 p.m. – 1:30 p.m. Lunch Break (on your own)
- 1:30 p.m. – 2:00 p.m. Examination Room Entry
- 2:00 p.m. – 2:15 p.m. Test Instructions
- 2:15 p.m. – 5:15 p.m. Session II

Here you see a snapshot of the schedule during the two days of the bar exam. Part A, the Florida portion, is administered on Tuesday, and is composed of three essay questions during the morning session and 100 multiple-choice questions during the afternoon session.

Part B, the Multistate Bar Examination, is administered on Wednesday, and is composed of 100 multiple-choice questions during the morning session and 100 multiple-choice questions during the afternoon session. Both days are administered on this testing schedule.

Applicants receiving test accommodations are provided their schedules, including arrival time and location, by portal correspondence.



# EXAMINATION SITE



- **Examination Dates:**  
Tuesday & Wednesday  
February 27-28, 2024  
July 30-31, 2024
- **Examination Site:**  
Tampa Convention Center  
Downtown - Tampa, Florida
- **Hotel Information:**  
Available on this website  
under FAQs for the bar  
examination
- **Transportation & Parking:**  
When selecting hotel, be  
sure to inquire about shuttle  
service and walking  
distance to the Tampa  
Convention Center.

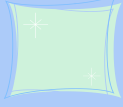







The bar examination is held on the last consecutive Tuesday and Wednesday in the months of February and July at the Tampa Convention Center in downtown Tampa. You are responsible for your own transportation, parking, hotel accommodations, and meals.

If you are considering a hotel, make your reservations early. Hotel information is available on the board's website under the FAQs for the bar examination. When choosing your hotel, be sure to inquire about the hotel's proximity to the Tampa Convention Center -- whether it is within walking distance, or whether the hotel will be providing shuttle service on the mornings of the bar examination. The board does not recommend or endorse any hotels, but keep in mind that parking in July at the convention center is very crowded – decide if it makes more sense to stay at a downtown area hotel and walk or take a taxi to the exam site.

And while room cost is an important consideration, evaluate whether it is worth saving \$20 or \$40 a night to stay in a hotel outside the downtown area. A 20-minute drive can become a nightmare if you encounter traffic accidents or other unexpected obstacles.

## DO BRING TO THE EXAMINATION

**Ticket of Admission**  
into the  
**Bar Examination**



- Ticket of Admission (for badge pick-up)
- Photo ID (driver's license or other government issued picture ID)
- Laptop (only if you timely applied, registered and qualified)
- Jacket or sweater (without hoods)
- Face Mask (not required)
- Money for coffee, snacks, lunch
- Key (to car or hotel room)
- Prescription medication (if applicable)
- Menstrual supplies (if applicable)
- Foam earplugs without wires (optional)
- Valet/parking tickets and baggage claim tickets (if applicable)
- Water bottle provided it is a clear or lightly tinted bottle, with a lid, and all labels have been removed
- Travel size (2 oz. or less) hand sanitizer

**No other items will be permitted in the examination room. Pencils, pens, and scratch paper, for the essay portion of the examination, will be provided.**

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Be sure to review the items that are and are not allowed at the examination site. Ideally, you will not need to go to the added expense, time, and trouble to store any personal belongings. Listed above are the items you should bring to the examination.

Please note that pencils and pens will be provided for you. Extra blank pages are provided in the essay test booklets for you to use as scratch paper.

For laptop users, you may bring a wired mouse or wired keyboard; wireless devices are not permitted. If your power cord is not at least eight feet long, you must also bring a 3-prong extension cord.

## SAMPLE OF ITEMS NOT PERMITTED IN EXAM ROOM

(MUST BE STORED IN THE APPLICANT STORAGE AREA)



***NO*** ... book bags, eyeglass cases, backpacks, purses, wallets, notes, books, study materials, cell phones, watches, fitness bands or clocks of any kind, calculators, computers, or other electronic devices



***NO*** ... highlighter markers, pencils, pens, headphones, earplugs with wires, diskettes or CDs, USB keys, wireless keyboard, wireless mouse, hats or caps, food or liquids other than a permitted water bottle per previous slide

It is critical that you understand what items are NOT allowed in the examination room. This is a long list because we want a secure and fair exam and we can best proctor the exam when there are as few items to screen as possible. We have a storage area where you can keep these items, but save yourself the hassle and don't bring them at all.

Note that cell phones, watches, or other electronic devices are on the list. If we find any of these on you during the exam, you will be asked to leave and your exam will not be graded.

No head gear may be worn, including hoods on sweatshirts, with the exception of religious apparel provided it does not contain a brim or otherwise obscure the view of the applicant's facial features.


The Convention Center prohibits bringing outside food and beverages into the facility (with the exception of a medical necessity that has been pre-authorized through the Florida Board of Bar Examiners).

**EXAM VIRTUAL TOUR**

**FLORIDA BAR EXAMINATION  
VIRTUAL TOUR**

FEBRUARY 2024

(COMING BY 12/23)



Available for viewing on board's website: [www.floridabarexam.org](http://www.floridabarexam.org)

For information about MBE/MPRE: [www.ncbex.org](http://www.ncbex.org)

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You can get more information about the exam by taking advantage of the resources available on the board's website. Use those checklists to make sure you submit a complete application package, both for the background investigation and the bar examination. Study guides are available that contain essay questions from prior examinations with sample responses as well as sample multiple-choice questions.

We highly recommend you view The Virtual Tour, a document on our website that provides a step-by-step preview of examination day, with helpful information about points of interest in the examination facility, and reviews required items, prohibited items, and the administration of the examination. The Virtual Tour will be updated and posted for the February exam by mid-December and for the July exam by mid-May.

If you are interested in applying in other jurisdictions, the National Conference of Bar Examiners has links on its website to the other jurisdictions so that you can review their student registration and application information. In addition, the NCBE website contains study materials for the MBE and the MPRE, both of which are components of the Florida Bar Examination, available for a reasonable fee.

## EXAMINATION RULES OF CONDUCT

- Under rule 4-51 of the Rules of the Supreme Court Relating to Admissions to the Bar, applicants must abide by all rules governing the administration of the General Bar Examination.
- Applicants must not possess or use any unauthorized items in the examination room without the prior written approval of the board.
- Applicants must not use answers or information from other applicants while taking the examination.
- Applicants must not read questions on the examination prior to the announcement to begin the examination and must not continue to answer any questions after the announcement to stop because the session has ended.
- Applicants must not remove any multiple-choice, machine-scored examination questions from the examination room or otherwise communicate the substance of any of those questions to persons who are employed by or associated with bar review courses.
- Applicants must timely respond to a board inquiry about exam conduct after the examination or their exam results may be impounded pending the outcome of an investigation, which may involve a hearing before the board and may result in the invalidation of exam results.

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Take a moment to refresh yourself with these examination rules of conduct. Violation of examination rules is a very serious matter.

The exam administrator will be talking over the loudspeaker as you enter the examination room. LISTEN to what they are saying. It is important information you need to know as you take the exam.

There are multiple large countdown clocks easily visible throughout the examination room. As the test session draws to a close, the time remaining will be announced from the podium at 15 minutes, 5 minutes, and 1 minute remaining.

When you hear the announcement to STOP, put your pen or pencil down. Do not continue to write, type, or make any marks or erasures. Monitors, proctors, and administrators will be circulating throughout the room to strictly enforce this rule.

Applicants using their laptop for the essay portion will follow the verbal and written instructions to exit the exam session if they finish the session early or when instructed at the end of the session.

## GRADES RELEASE

Date will be posted on board's website and noted in correspondence

On that date:

- Individual scores are posted to applicant portals and mailed to non-portal applicants.
- Pass/Fail results are posted on the Supreme Court's website.

Be sure your current address is on file in the board's office.

Make two important notes for yourself:

1. The scheduled date for grades release;
2. Your portal log-in information, by which you can access your individual scores, or alternatively, your file number, by which you can access your pass/fail result on the Court's website.

Make note of the scheduled date for grades release posted on our website and in correspondence to you. On that date, pass/fail results will be posted on the Florida Supreme Court's webpage by file number, and individual scores will be posted to your portal account. Examination results are not available over the phone from either the board's office or the Supreme Court.

It is important that you have your portal log-in information handy to access your exam scores and results. Alternatively, you will need your file number to access your pass/fail results on the Supreme Court's website the day of grades release. Do not confuse your file number with the exam number that appears on your photo badge. Your file number is referenced on all board correspondence to you. It is also on your ticket of admission.

## **“Begin with the end in mind.”**

**You are almost to the finish line...Prepare and handle the administrative details as soon as possible:**

- 1. Apply or convert.**
- 2. Check weekly for portal correspondence.**
- 3. Get your ticket of admission.**
- 4. Make hotel reservations.**
- 5. Register and qualify your laptop.**
- 6. Review Virtual Tour on the FBBE website.**

***“CONGRATULATIONS!”***

“Begin with the end in mind.”

You are almost to the finish line.

Prepare and handle the administrative details as soon as possible:

- Apply or convert now.
- Check your portal weekly for correspondence.
- Prepare your ticket of admission (print, read EVERYTHING, sign).
- Make hotel reservations.
- Register and qualify your laptop.
- Review the Virtual Tour on the FBBE website.

Put yourself in position to focus on enjoying graduation and preparing and studying for the exam.

Congratulations, and good luck to each of you as you embark on the final stage of preparation to begin your legal career.