

July 2021 Delaware Bar Exam Frequently Asked Questions

This FAQ will be updated as additional information becomes available. Applicants should return to this FAQ and monitor the notifications tab in their online bar application for updates.

Does the remote bar exam test the same content as the in-person exam?

- The subject matter tested on the remote bar examination will be the same as the content covered on an in-person exam.

What is the exam format?

- The exam will consist of eight Delaware essay questions, the Multistate Performance Test (MPT) and 200 multiple-choice Multistate Bar Exam (MBE) questions administered over a three-day period for applicants testing under standard conditions.
- Applicants must make a good faith effort on each question on the exam. Only applicants seeking admission in Delaware may sit for the exam. Applicants may not take only portions of the exam.
- The examination is closed book. Applicants may not access notes, study aids, or any other type of assistance during the exam. Study aids may not be present in the exam room.
- Each session will require a separate password to begin.
- At the start of each session, applicants will access a password for the session and complete the login process. Both of these actions will require an internet connection. Only upon successfully advancing to the question content, when internet access will be blocked by the software, will the timer set for the session begin to countdown.
- Spell check will not be enabled.
- No content can be printed.

What is the exam schedule?

- The exam will be held on July 26, 27, and 28, 2021.
 - On Monday, July 26, the Board will administer the Delaware essay questions over four test sessions. Applicants will receive a total of 90 minutes in each session to answer two essay questions.

Applicants must provide their answers to each essay question in a separate screen.

- On Tuesday, July 27, the Board will administer the MPT portion of the exam. Applicants must provide their answers to each essay question in a separate screen. The number of sessions and the time of each are the prerogative of NCBE.
- On Wednesday, July 28, the Board will administer the MBE portion of the exam. There will be 200 MBE questions. Applicants may navigate back and forth between questions within each session. Once a session has ended Applicants will no longer have access to questions from that session. The number of sessions and the time of each are the prerogative of NCBE.

Testing Schedule	
Monday	July 26
9:00 a.m.	Login and begin session 1 - DE Essays 1 and 2
Break	
11:00 a.m.	Login and begin session 2 - DE Essays 3 and 4
Break	
2:00 p.m.	Login and begin session 3 - DE Essays 5 and 6
Break	
4:00 p.m.	Login and begin session 4 - DE Essays 7 and 8
Tuesday	July 27
9:00 a.m.	Login and begin session 5 - MPT 1
Break	
11:00 a.m.	Login and begin session 6 - MPT 2
Wednesday	July 28
9:00 a.m.	Login and begin session 7 - MBE 1-50
Break	
11:00 a.m.	Login and begin session 8

Testing Schedule	
	– MBE 51-100
Break	
2:00 p.m.	Login and begin session 9 – MBE 101-150
Break	
4:00 p.m.	Login and begin session 10 – MBE 151-200

- The schedules for applicants testing with accommodations under the Americans with Disabilities Act may vary from the standard schedule. Board staff will communicate specific test schedules for applicants approved for accommodations.
- All times communicated by the Board will be Eastern Time (ET). Applicants taking the exam in other time zones must adhere to the Board-issued schedule regardless of their local time (e.g., a session scheduled to start at 10 a.m. must be started at 9 a.m. Central Time).

What are the computer requirements for the remote exam?

- Applicants must download and use ExamSoft’s Exemplify software with ExamID and ExamMonitor to take all portions of the exam.
- Applicants must take the examination on a computer that they supply that meets the minimum system requirements specified for the Exemplify software.
 - Applicants will find information about the minimum system requirements at the following addresses:

Mac: <https://examsoft.com/resources/exemplify-minimum-system-requirements#mac>

Applicants for the July 2021 bar exam should NOT use a new Mac device with the M1 processor. Exemplify only runs on Mac devices with Intel processors.
<https://www.apple.com/newsroom/2020/11/introducing-the-next-generation-of-mac/>

Comparison of Mac Models (Includes Those With Intel Chips):
<https://www.apple.com/mac/compare/>

- Windows: <https://examsoft.com/resources/exemplify-minimum-system-requirements#windows>
- Applicants may use only one computer, one monitor and one webcam while taking the exam. If the Applicant uses an external webcam it must be placed at the front of the computer facing the Applicant. If an Applicant plans to use an external monitor or webcam they must submit the Registration of External Devices Form prior to the exam.
- Applicants may use external standard or ergonomic keyboards and mice. These items may be wireless.
 - A mouse with a wheel is recommended for scrolling through questions, but is not required.

What are the internet requirements for the remote exam?

- Applicants will need internet connectivity at the start and end of each session.
- A high-speed internet connection is not required.
- Applicants will not need internet connectivity during the session while the exam file is in use.

How and when are exam answers submitted?

- All exam files must be uploaded by 11:00 p.m. each testing day unless technical problems prevent upload.
- In the case of technical problems, all files must be uploaded by 11:00 p.m. on July 28.
- The Exemplify software will automatically suspend and resume the upload process as needed, even if multiple files are queued for upload.

How will I know when to download the software?

- The Board office will message applicants through the Online Bar Application when the software is available for download and installation.
- Applicants must install and register Exemplify on the computer that they will use to take the exam.

How can I prepare for the online examination? How do I know if the software works?

- Applicants will be given access to a mock exam to gain familiarity with the software features.
- Applicants can consult this ExamSoft's "Taking an Exam" tutorial for an overview of how the software works: <https://examsoft.force.com/etcommunity/s/article/Exemplify-Getting-Started-with-Exemplify>
- Applicants will be required to take two mock exams to ensure that Exemplify works with their hardware and to familiarize themselves with the software.
 - If possible, applicants should take the mock exam in the same environment and conditions in which they will take the actual exam.

Why do I need a Webcam and microphone to take the exam?

- Exemplify utilizes a component called ExamID to collect the Applicant's photo through the Applicant's computer's webcam. Examsoft will use facial recognition to compare this picture with the Applicant's baseline photo at the start of each exam session to verify the Applicant's identity.
- Exemplify utilizes a component called ExamMonitor that will use the Applicant's camera and microphone to record the Applicant as the Applicant takes the exam. After the exam, Examsoft artificial intelligence and human proctors will review the audio/video files to monitor for compliance with exam rules. ExamSoft will subsequently provide the files to the Board for review.

Who will have access to my photo and the videos of me testing and for how long?

- The collection of biometric information through ExamID and ExamMonitor is governed by ExamSoft's privacy policy, available at <https://examsoft.com/privacy-policy>. ExamSoft's proctoring partners are bound by this policy as well. The information is used only for the purpose of providing the services to clients, is never sold, and in the case of the remote bar exam will be retained only until the Board no longer needs the files. Files available to human proctors are anonymized and no information about the identity of the applicants is available to the proctor.

- Applicants will find ExamSoft's terms of use here. <https://examsoft.com/terms-of-use>

How will I know how much time is left in an exam session?

- When the Applicant advances to the text of the exam questions, an on-screen timer will begin counting down, marking the duration of the exam. The timer will show the number of minutes remaining until there are five minutes left, at which point the timer will show the minutes and seconds remaining.
- Applicants will also be able to set a timer in Exampify in addition to the automated timer to provide reminders at chosen intervals.
- The exam session ends when the applicant exits the exam file or when the timer reaches zero, automatically exiting the exam file.

How does the online MBE differ from taking it using pencil and paper?

- Applicants will be able to strike through answers that they believe to be incorrect, but must affirmatively indicate the answer they wish to select. Merely leaving a single un-struck choice will not suffice as an answer.
- Applicants will be able to skip or flag questions to return to them later within a session. Once the session is over, applicants will not be able to revisit that session's questions.
- The Board will include sample multiple-choice questions as part of a mock exam so that applicants can practice with these features.

Can I use scratch paper during the exam?

- Applicants will have virtual scratch paper by using a "notes" area in Exampify. Applicants will be able to copy and paste text between the notes and answer sections. Any information applicants write in the notes area will not be recorded as part of an answer or graded.
- Physical scratch paper cannot be used during any session of the examination.

Why do I see a "Check your passwords" prompt from Google Chrome shortly after registering Exampify?

- Applicants who utilize Google Chrome's recently updated password manager may find that Chrome runs an automated review of their stored passwords. This feature warns the user if any of their stored usernames

and passwords are newly found among a collected list of over 10 billion known compromised credentials. This scan is not related to the Exemplify software, though the storage of any new set of credentials, including those used to access the ExamSoft website, may inspire a new automated scan depending on the Applicant's device, operating system, and Chrome/Google settings. Applicants should feel free to follow the browser-issued instructions regarding safe password management. [ExamSoft has posted some information about this](#), including a link to an article further explaining Google Chrome's notifications.

What is ExamSoft's policy on anti-virus software?

- Internet connectivity is required for a short period before each exam session starts to retrieve the exam password and to verify the Applicant's identity. Anti-virus software may remain active throughout these steps. At the start of the exam, Exemplify will automatically disable internet connectivity and antivirus software to secure the device.
- However, Exemplify may recommend that Applicants manually disable antivirus and certain other applications to expedite the security process. If an Applicant chooses to do so, the Applicant should consider the following common-sense practices:
 - Disable internet connectivity prior to disabling antivirus protection; and
 - Relaunch antivirus software before using the internet.

Where may I take the exam?

- Applicants may take the remote exam at any location of their choice.
- Applicants will need a quiet room with internet access where they can be alone and uninterrupted during the exam.

What can and cannot be present in the room while I take the exam?

- Applicants should carefully read the document entitled "Testing Conditions for Remote Bar Exam – July 2021," which is available on the Board's website.

What should I do if I have a technical problem during the exam?

- If an issue arises during the exam with the Applicant's computer or webcam, or the Exemplify software, the Applicant should address it by taking these steps in this order:

- explore if turning the computer off and on again addresses the issue (being certain not to exit the software);
- contact ExamSoft support 888-816-3065.

What if the Board is not able to see my face on the video?

- The Board must be able to identify the Applicant taking the exam and see the Applicant's face throughout.
- Applicant should avoid leaning, slouching, or resting their chin on their hand to such an extent that their face leaves the view of the camera.
- If the Board is unable to confirm the identity of the test taker because their face is off camera, the camera has malfunctioned, or some other malfunction has occurred, the Board may disqualify the Applicant from the examination.
- Applicants should check their video at the start of each session, and if they see a black screen should not continue to test, but (without exiting or closing the exam software) should turn their power off to their computer and call ExamSoft.

How do I handle an emergency that occurs during the remote bar exam?

- If an emergency arises during any test session warranting an unexpected and urgent need to leave the view of the camera, including illness or need for the restroom or to respond to a safety alarm, the Applicant must make an announcement in the webcam explaining the urgent need to leave before the Applicant leaves.
- If the Applicant is able to return to the test session, the Applicant should do so as soon as the situation permits.
- The Applicant must report the incident to the Board by uploading an Incident Report Form to their Online Bar Application.

When do I file an incident report?

- Applicants must file an Incident Report Form to report of any irregularity that occurs during the bar exam's administration.

- Irregularities include any disruption, including (but not limited to) requiring a “resume code,” leaving the view of the camera, technical problems, or failing to upload exam files by 11:00 p.m. on exam day. To make such a report, the Applicant should use the Incident Report Form and upload it to their Online Bar Application. Applicant may attach additional pages to the report.
- Incident reports are due by 11:00 p.m. on the day that the incident occurs, or as soon thereafter as the Applicant is able to file it safely.
- The Board will not review reports until after the exam.