

## NEW YORK STATE BOARD OF LAW EXAMINERS BAR EXAMINATION SECURITY POLICY

**REQUIRED IDENTIFICATION:** You must have Seating Ticket and Government Issued Photo ID in hand and ready to present to security at the security checkpoint. A non-U.S. citizen without a U.S. issued driver's license must present a valid passport.

**PERMITTED ITEMS:** The following items are permitted in the exam room and must be carried into the room in one, clear, re-sealable, plastic food storage bag (no grocery bags):

- Government issued photo ID
- Blue or black ink pens - **MPT/MEE day only**
- Feminine Hygiene Products
- Quiet Snack (unwrapped in clear plastic food storage bag)
- A disposable 1- liter beverage (re-sealable, clear, **plastic** container with **labels removed** - no reusable colored container, glass, cans or cups) (Any beverage must be stored on the floor at all times)
- Seat Ticket (no writing on it at any time)
- Medications (in original container)
- Cash (cash may be moved to a pocket for safe keeping once in exam room)
- Keys (hotel and car)
- No. 2 pencils and erasers
- Foam Earplugs

**\*\*ALL OTHER ITEMS ARE PROHIBITED – PROHIBITED ITEMS WILL BE CONFISCATED\*\***

- **NO** electronic devices of any kind including cell phones, PDAs, wireless e-mail devices, blue tooth devices (including wireless mice and keyboards), iPods, MP3 players, pagers, calculators, cameras, scanners, recording devices, Fitbits/fitness tracking devices, etc.
- **NO** watches of any kind. There will be clocks at all test sites.
- **NO** headphones, headsets, ear phones, or ear buds (ordinary foam ear plugs are acceptable).
- **NO** notes, papers, books, bar review or other study materials in any format or media (including CDs and USB keys).
- **NO** CDs, USB keys, DVDs or other electronic media.
- **NO** tissues, newspapers, magazines, dictionaries, prayer books or any written material.
- **NO** luggage, handbags, purses, wallets, backpacks, briefcases, **laptop bags, sleeves or protective cases**, tote bags, or bags of any kind.
- **NO** highlighters, correction tape or correction fluid.
- **NO** mechanical pencils or pencil sharpeners on either day and no pens on MBE day.
- **NO** weapons of any kind.
- **NO** hats, baseball caps or visors (religious apparel that does not contain a brim or obscure the applicant's eyes is permitted).
- **NO** flip flops or other shoes or garments which are noisy and can disrupt other candidates.

***THE BOARD HAS A ZERO TOLERANCE POLICY FOR CELL PHONES AND ALL OTHER PROHIBITED ITEMS. IF YOU ARE FOUND WITH A PROHIBITED ITEM PAST THE SECURITY CHECKPOINT, IT WILL BE CONFISCATED, AND A MISCONDUCT INVESTIGATION WILL BE COMMENCED UNDER BOARD RULE 6000.13. AS A PENALTY YOUR EXAM SCORE MAY BE NULLIFIED AND, IF AT ANY TIME YOU PASS THE EXAM, A REPORT WILL BE MADE TO THE CHARACTER & FITNESS COMMITTEE. OTHER PENALTIES PERMITTED BY RULE MAY ALSO BE IMPOSED. IT IS NOT A DEFENSE THAT YOU WERE NOT AWARE YOU HAD A CELL PHONE OR PROHIBITED ITEM OR THAT IT WAS TURNED OFF, RENDERED INOPERABLE OR STORED IN YOUR POCKET.***

**NO RE-ENTRY:** Once you enter the exam room, you may not leave it at any point except to use the restroom with permission of a proctor. If you violate this rule you could be disqualified from completing the exam or your score may be nullified. After you leave the exam room, you may not re-enter until the next testing session.

**NO STUDYING PAST THE SECURITY CHECKPOINT:** No notes may be brought past the security checkpoint, and no studying of any kind is allowed past the security checkpoint. **Laptop candidates may NOT have any notes or other written material open on computer in the examination room. All programs, windows and documents MUST be CLOSED prior to entering the examination room.**

**LAPTOP USERS:** For the MPT/MEE section of the exam **ONLY**, you may bring your laptop and power cord into the exam room. You may also bring an external mouse and/or keyboard and a mouse pad (WIRELESS mice and keyboards are prohibited). NO laptop bags, sleeves or other like protective devices are allowed through the security checkpoint. If you carry your laptop to the site in any bag or sleeve, this item must be left, at your own risk, in the Personal Belongings Room. After you pass through security, you may NOT access the internet, email, notes, study guides, etc. on your laptop, and you must immediately launch ExamSoft. At the end of each session you must immediately exit ExamSoft. **LAPTOPS MUST BE LEFT IN THE EXAMINATION ROOM DURING THE LUNCH BREAK. If you remove your laptop from the examination room during the lunchbreak, you will be required to HANDWRITE the essays for the afternoon session.**

**PERSONAL BELONGINGS ROOM:** All coats, jackets, bags, and other prohibited items must be left, at your own risk, in the Personal Belongings Room. The exam will NOT be delayed due to long lines in the Personal Belongings Room.

**OTHER PROHIBITIONS:** • NO writing is allowed on either side of the Seating Ticket **at any time.** • Do NOT remove examination materials from the exam room. • NO SMOKING is allowed during the exam.

**SECURITY POLICY VIOLATIONS:** **If you are found in violation of this Security Policy, a misconduct investigation under Board Rule 6000.13 will be commenced. Penalties may include nullification of your exam score, disqualification from future exams, notice to the Character and Fitness Committee and any other penalty permitted by Board Rule 6000.13.**