

## Computer Based Testing

Examinees will be permitted to use their personal laptop computers and ExamSoft's Exemplify software for the essay portion of the February 2025 Bar Examination.

This is available to all applicants who either chose laptop usage on their bar exam application or request computer usage via email ([admin@okbbe.com](mailto:admin@okbbe.com)) and then register the Exemplify software on their laptop computer. It can only be used for the essay portion of the exam. ExamSoft Worldwide, Inc. will handle the signup, software download and registration of Exemplify on your laptop for use on the February 2025 examination.

**NOTICE: All laptop users must upload their exam answers via an internet connection to the ExamSoft website by 9:00 p.m. on Wednesday evening, February 26, 2025. Any attempts to upload after this time will be blocked.**

### To use a laptop for the essay examination, you must:

- Have a laptop computer with the minimum specifications available at ExamSoft's website –<https://examssoft.com/resources/exemplify-minimum-system-requirements>. Register and Download Exemplify onto the computer you will use on exam day from the ExamSoft website. (NO EXCEPTIONS). There is a \$50 administrative fee if you wish to re-download.
- Have experience working with the computer and Exemplify before the administration of the examination and be willing to sign a statement to that effect.
- Continue with the examination by handwriting in the event of a hardware or software malfunction or a site power failure.

### To participate:

- **If you did not notate on your application your choice to use the laptop and you wish to do so now, advise our office via email no later than Monday, January 24, 2025** of your intent to utilize Exemplify on your laptop for the essay portion of the Bar exam. Our email address is: [admin@okbbe.com](mailto:admin@okbbe.com). Use this subject line: Computer Request.
- We will respond to you via email that you have been approved to use your laptop computer; the email will include instructions on how to begin the registration process. **ExamSoft will contact you January 21, 2025 via email to give you your ID#.** Your registration *must* be completed by **February 14, 2025 @ 5:00 p.m. CST.**
- When you register, you will submit payment of **\$125** (non-refundable and non-transferable once paid) to ExamSoft by credit card, either VISA or MasterCard or PayPal. This fee covers the software license, technical support and the site engineers. You will only be entitled to a refund in the event ExamSoft verifies that your computer could not register Exemplify during the registration period. You will not be entitled to a refund in the event you fail to attend the Bar exam, withdraw from the exam or are disqualified by the Board for any reason.

### What should I do prior to exam day?

- Ensure: (1) that your laptop meets the specifications listed at ExamSoft's website <https://examsoft.com/resources/examplify-minimum-system-requirements> (2) that there is plenty of free hard drive space, (3) that your laptop is virus free, and (4) that you read the laptop preparation tips provided on <https://bar.examsoft.com/exam-tips/>
- Sign up with ExamSoft and register Examplify by the signup deadline. Remember that downloading is not enough. Rather, you must complete **ALL 4 STEPS** of the registration process.
- Once you have installed and registered Examplify, familiarize yourself with the software by taking the Mock Exam. The password to open a mock exam is 'mock123'.
- Locate your A/C – battery power indicator light on your laptop to determine which light indicates you are running on A/C power (i.e. power from a wall outlet).
- Ensure that your battery is fully charged just in case there is a temporary power outage.
- Ensure that your computer's internal clock has the correct date. To verify date & time, double-click the clock in the lower-right corner of your screen.
- If you have Examplify use or install questions, visit: <https://bar.examsoft.com/>

### What happens during and after the Bar Exam?

- You will be advised via email of your reporting time to the test center.
- Bring your registered laptop, a fully charged battery, and an electrical extension cord (6 feet). If you use an external mouse and full-size keyboard, you may bring those as well. You will be provided an electrical outlet into which you can plug your laptop.
- You will be provided a set of instructions guiding you through the process of launching Examplify. Your laptop ID # will automatically populate when you log in (not the ID # assigned to you by the OKBBE.)
- Prior to each exam session, you will receive the same general instructions as the hand writers, plus specific instructions for using your computer.
- Immediately before Examplify launches the exam, you will be provided a warning screen with RED STOP SIGNS indicating that you should not begin the exam until instructed to do so. Heed this warning.
- Bar applicants who do not take the time to become familiar with their laptop computer or Examplify's features, should consider handwriting their exams. No administrative relief will be granted in the event that an exam file is deleted or otherwise altered.
- If you encounter computer difficulty during the exam, follow the instructions provided in the Examplify launching document.

- ANY ATTEMPT TO DISABLE OR TAMPER WITH EXAMPLIFY'S SECURITY FEATURES WILL BE CONSIDERED A VIOLATION OF THE APPLICANT HONOR CODE. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH YOUR EQUIPMENT AND THE EXAMPLIFY SOFTWARE AND INSTRUCTIONS PROVIDED BY EXAMSOFT ON ITS WEB SITE PRIOR TO THE START OF YOUR EXAM. PLEASE ALLOW YOURSELF SUFFICIENT TIME TO BECOME FAMILIAR WITH YOUR LAPTOP AND THE APPLICATION.
- COMMENCEMENT OF THE EXAM WILL NOT BE DELAYED DUE TO A HARDWARE PROBLEM WITH YOUR LAPTOP nor will you be provided additional time to take your exam.
- After you leave the exam site, you will have until **9:00 p.m. on Wednesday evening, February 26<sup>th</sup>**, to upload your answers to ExamSoft via any internet connection. Your answers will be printed at the Oklahoma Bar Center on Thursday, February 27<sup>th</sup>, and distributed to those grading the exams in the same manner as those who handwrote their essay responses.
- There is no guarantee of upload capability at the exam site. Limited internet access may be provided at the exam site.
- We suggest that you not uninstall Exemplify until after you receive your exam results.

**More Questions?** Please e-mail: [admin@okbbe.com](mailto:admin@okbbe.com).

## BAR EXAM INFORMATION SHEET – FEBRUARY 2025

**Please read the following information carefully.**

You have filed an application to take the Oklahoma Bar Examination on **February 25-26, 2025**.

**NO** admission ticket is issued.

Bring a valid photo ID (driver's license) with you when you check-in at the exam site on Tuesday morning, February 25<sup>th</sup>.

Refer to the time schedule in the enclosed *Instruction Sheet* for exam start-stop times.

### **Location**

The Oklahoma City test location is the **Oklahoma City Convention Center, 100 Mick Cornett Dr., Oklahoma City**. The nearest hotel is the Fairfield Inn & Suites, Oklahoma City, Downtown. Reservations should be made by contacting the hotel directly.

### **Transcript Requirement:** (REPEAT APPLICANTS DO NOT SUBMIT ANOTHER TRANSCRIPT)

In order to take the exam, **all graduation requirements must be complete**. An **official transcript** showing final semester grades and conferral of the JD degree must be **received by Friday, January 31<sup>ST</sup>**. *If the transcript is not received by January 31<sup>ST</sup>, your exam may be postponed.* If you are a visiting student, you must coordinate with both law schools concerning the transfer of final grades and the issuance of a certificate of graduation and transcript.

If you lack a writing requirement, stay in contact with your professor and law school registrar to verify that the necessary approval has been obtained. **Your law school will not issue a transcript until all financial obligations are clear.** This includes parking tickets, library fines, and exit interviews with the Office of Financial Aid.

\*\*\*If you are a graduate of *OU, OCU* or *TU*, the law school registrar will submit a transcript on your behalf **provided there are no holds on your records**. No transcript request required.

**Graduates of OUT-OF-STATE law schools** must file a transcript request with the appropriate school office.

Mail transcripts to: Oklahoma Board of Bar Examiners,  
PO Box 53036  
Oklahoma City, OK 73152-3036

### **Dress Code**

All applicants shall dress appropriately for the administration of the exam. Casual attire is appropriate but must be suitable for the occasion. Ball caps, hats and visors **are not** permitted. You are advised to dress in layers.

## House Rules

- **No backpacks, purses or briefcases** will be permitted in the exam room.
- **Bring your personal items, wallets, medication, pens and pencils in a (one) gallon-sized clear plastic bag.**
- **Snacks are allowed as long as they fit in the plastic bag.**
- **Drinks with screw-on lids ONLY are allowed.**
- **Footwear: exam site may be concrete floor so footwear should be as quiet as possible.**

## DO NOT BRING THE FOLLOWING TO THE EXAM SITE:

- **Study materials of any kind**
- **Highlighters**
- **Weapons:** Weapons and guns are prohibited at any exam site, whether or not you have a permit to carry a handgun.
- **Any Electronic Devices, including cell phones.** Leave all electronic devices in a secure place prior to entering the exam room. Any electronic devices that are found in the exam room will be confiscated and returned at the end of the day. **This includes ALL watches.**
- **Ball caps, hats or visors. Backpacks, purses or briefcases.**
- **Headphones (including noise reduction head phones).** Ear plugs are permitted.

There will be **no use of tobacco products** in the exam room or at the exam site(s).

## Notice of Medical Conditions

If you have a medical condition that could result in difficulties during the examination, please advise the office of the Board of Bar Examiners in writing no later than **January 31, 2025**. Provide any information that exam administrators should know to be able to respond properly to an emergency or difficulty relating to your medical condition. Include the name and phone number of someone who should be contacted in the event of a medical emergency.

## Name or Address Changes

Name or address changes (including your daytime phone number-either home or work) must be reported promptly to the Oklahoma Board of Bar Examiners **in writing**. Our email address is [admin@okbbe.com](mailto:admin@okbbe.com). The name you submitted on your application is the name that will appear on your License to Practice Law. **If your name is incorrect, please tell us now.**

## Cancellation

**If for any reason you cannot participate in the exam, please contact us immediately.** Exam fees are non-refundable. Under limited circumstances the fee may be transferable to the next exam.

## Reminder

Your application for admission to the practice of law is a continuing application, and you have the responsibility to keep your application current in all respects. Applications are subject to review until such time as you are sworn in as an attorney.

# INSTRUCTIONS

## Oklahoma Bar Examination      February 25-26, 2025 Oklahoma City Convention Center, Oklahoma City

- No backpacks, purses or briefcases will be permitted in the exam room. Bring your personal items, wallets, medication, snacks, pens and pencils in a (one) clear gallon-sized plastic bag. Absolutely **NO STUDY MATERIALS AT THE EXAM SITE.**
- No weapons: Weapons and guns are prohibited at any exam site, whether or not you have a permit to carry a handgun.
- No ball caps, hats or visors will be permitted. No head phones of any kind.
- **NO ELECTRONIC DEVICES** (including PHONES) or WATCHES are permitted at the exam site – they will be confiscated and will not be returned until the end of the day. If seen with any of these devices, you may be expelled from the exam.
- **NO highlighters**
- No use of tobacco products will be permitted at the exam site. This means no smoking or chewing tobacco.

### First Day Only February 25, 2025 – Essay Exam

ID CARD AND ASSIGNED SEAT NUMBER WILL BE PROVIDED AT CHECK-IN.  
**Bring a photo ID. No admission ticket is issued.**

7:30 a.m.	Doors open / Reporting Time
8:00 – 10:00 a.m.	Check-in (must be in your seat)
8:40 – 8:45 a.m.	Announcements/Instructions
9:00-12:00	3 Hour Examination Period
	Lunch
1:10 p.m.	Reporting Time
1:15 p.m.	Instructions
1:30 – 4:30 p.m.	3 Hour Examination Period

**Silence.** Under no circumstances while an exam is in session should you converse with any person other than the supervisor until you have left the building.

**Seating.** Upon arrival at the exam site, you will be assigned an identification number and seat. At all times during the administration of the examination, you must keep your assigned seat. Your identification card with the ID number and photo must be placed in a visible location on the table in front of you at all times during the examination.

1. **The exam will begin at 9:00 a.m.**
2. If you become ill, or for any other reason you are unable to complete the exam, you must notify a proctor before leaving.
3. **HANDWRITERS:**
  - a. Paper will be furnished; write on front side only. **BRING YOUR OWN PENS;** black ink preferred. **NO PENCILS.**
  - b. **Write legibly.** If the Examiner cannot read it, how can he or she grade it?
  - c. Make sure your **Applicant Number is at the top** of each and every page of your answers; place no name or any other identifying marks. This is very important as you will be known by number only.
  - d. **Start each answer on a new page.** Never begin an answer to a new question on a page you have used for even one word of the previous question. Make sure the **question number is at the top** of each and every page of your answers.

4. Answer grammatically. Punctuate. Spell correctly. A good lawyer must be able to do so. Take time to be accurate. Be concise in expression.
5. **Read the question carefully at least twice.** Part of the purpose of the examination is to test the candidate's ability to sort and to discriminate between the relevant and the inconsequential facts.
6. **Think and formulate your answer in your mind first.** Your answer should demonstrate your ability to analyze the facts presented by the questions, to select the material from the immaterial facts, and to discern the points upon which the case turns. It should show your knowledge and understanding of the pertinent principles and theories of law, their relationship to each other, and their qualifications and limitations. It should evidence your ability to APPLY THE LAW TO THE FACTS GIVEN and to reason logically in a lawyer-like manner to a sound conclusion from the premises adopted. Try to demonstrate your proficiency in using and applying legal principles rather than a mere memory of them. An answer containing only a statement of your conclusions will receive little credit. State fully (unless stated otherwise) the reasons that support them. All points should be thoroughly discussed unless stated otherwise. Although your answers should be complete, you should not volunteer information or discuss legal doctrine that is not necessary or pertinent to the solution to the problem.
7. **Answer the precise question asked.** Do not answer some other question. If the question is "Should the motion be overruled?" answer "Yes" or "No". If the question is "Who should prevail?" answer that in a word or two. Next and always, give your reasons for your answer unless stated otherwise. Say enough to show the Examiner you know the principles of law applicable to the solution of the problem and to demonstrate your ability to reason in a logical, lawyer-like manner.
8. **Abbreviations.** Ordinary and generally used abbreviations may be used, but you should not use any private symbols, characters or abbreviations, even though they may be quite common among the students in your classroom. You are not making notes for your own future reference, but are writing answers for Examiners trying to give you a fair grade by ascertaining what you know.
9. **Self-serving declarations should be avoided.** The Examiner is not interested in whether or not you have taken a particular course. He or she will be able to tell from your answers and will look with a dim view upon your plea of sympathy instead of stating the law. Therefore, do not offer such self-serving declarations.
10. **Length of answers.** No categorical prescription is possible. Obviously, some questions require longer answers than others. Answer the question fully, and then stop.
11. **Citations of authority.** Apt and correct ones may be all right, but they are unnecessary. The bar examination is not a test of ability to remember names and pages.
12. **Do not use any book paper or manuscript during the examination.** If any person taking the examination is found to be using or copying from any book or paper or another applicant's paper to aid him or her in answering the questions, the applicant will be denied admission even though he or she should pass. Violation of any rule, or cheating in any form, will be deemed sufficient grounds for rejection.
13. The NCBE calculates scaled written scores (MEE and MPT) for jurisdictions. Essay scores are scaled to the MBE. You are also required to have a passing score on the Multistate Professional Responsibility Examination (scaled score of 80) prior to admission.
14. When you have finished a three-hour set of questions, (hand writers will staple each page of that answer together with the staplers provided and turn them in at the designated table), **YOU WILL NOT BE PERMITTED TO LEAVE UNTIL ALL MATERIALS HAVE BEEN COLLECTED AND YOU ARE DISMISSED.**

**Second Day**  
**February 26, 2025 - Multistate Exam**

8:00 - 8:30 a.m.	Applicant reporting time
9:00 a.m.	Morning session begins
12:00 noon	Morning session ends
	Lunch
1:15 p.m.	Applicant reporting time
1:30 p.m.	Afternoon session begins
4:30 p.m.	Afternoon session ends

Please read carefully the information provided by the National Conference of Bar Examiners regarding the Multistate Bar Examination that can be found at <http://www.ncbex.org/about-ncbe-exams/mbe/> and be thoroughly familiar with its contents. This will be a multiple-choice exam. It must be taken in pencil so that it can be machine graded. **PLEASE BRING YOUR OWN SUPPLY OF NO. 2 PENCILS. Do not bring any scratch paper, highlighters, or study materials.** Test books will be distributed at each exam session. **WHEN YOU FINISH EACH BOOK, REMAIN AT YOUR SEAT.** Test books will be picked up from your tables by proctors. You will receive a three-hour test book for the morning session and a three-hour test book for the afternoon session. **You are not permitted to leave until the entire group has finished and all books are counted.**

**Restrooms.** If it is absolutely necessary to leave the room, follow this procedure: During the Multistate exam, place the answer sheet inside the front of the Multistate Test Book and leave it on your table. **You will not be permitted to go to the rest room during the last 15 minutes of each three-hour session.**

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**RESULTS.** The Board of Bar Examiners will notify each applicant of the results of the examination. Every applicant (pass or fail) will receive a letter of results which will be mailed the same day that the successful list is posted on our website at [www.okbbe.com](http://www.okbbe.com) and the Bar Association's website at [www.okbar.org](http://www.okbar.org).

**The date for results is tentatively scheduled for Friday, April 11, 2025, after 1:00 p.m. Do not** phone the bar center. It is impossible to provide an exact time of posting.

The tentative date for the admission ceremony is Tuesday, April 29, 2025. Location of the admission ceremony is to be determined at later date.

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**BOARD OF BAR EXAMINERS - STATE OF OKLAHOMA**

**1901 N. Lincoln Boulevard**  
**P. O. Box 53036**  
**Oklahoma City, OK 73152**  
**(405) 416-7075**  
**(800) 522-8065**  
**Email: [admin@okbbe.com](mailto:admin@okbbe.com)**

**Roger Rinehart, El Reno, *Chairperson 2025***  
**Thomas M. Wright, Muskogee, *Vice-Chairperson 2025***  
**Robert E. Black, Oklahoma City**  
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**Juan Garcia, Clinton**  
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**Amanda R. Mullins, Chickasha**  
**George J. Wright, Shawnee**  
**Cary Pirrong, *Administrative Director***



# OKLAHOMA BAR ASSOCIATION

**DATE:** January 7, 2025  
**TO:** Law Graduates  
**FROM:** Debra Jenkins, Legal Intern Coordinator  
**SUBJECT:** Graduate Legal Intern License

If you are not an Oklahoma Licensed Legal Intern and would like to obtain a legal intern license, the eligibility requirements are:

## Rule 2.2 **Law Graduate Applicant**

The law graduate applicant must be registered to take the **first** Oklahoma bar examination after graduation from law school in order to be eligible to apply for a limited license (Interpretation 97-3 and 97-4):

97-3... a law graduate is only eligible to apply for a Legal Intern License between graduation from law school and the first bar exam after graduation from law school.

97-4... attorneys licensed to practice in other states are not eligible to apply for a Legal Intern license as a Law Graduate applicant.

The deadline to file the Law Graduate Licensed Legal Intern application is **Friday, January 31, 2025**. To apply submit Forms 4 and 2, \$50 non-refundable processing fee, along with a law school certification letter or transcript verifying law school graduation. All documentation must be received by the deadline.

Graduates must have an approved Character and Fitness Report with the Oklahoma Board of Bar Examiners. (Interpretation 2015-1)

A complete list of LLI program application forms, rules and regulations can be found at:  
<https://www.okbar.org/lli/>

For further information, please contact Debra Jenkins at 405-416-7042, Monday thru Friday, 8:30 a.m. – 5:00 p.m. or email [debraj@okbar.org](mailto:debraj@okbar.org).

