



**STATE OF KANSAS  
KANSAS BOARD OF LAW EXAMINERS**

June 2020

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MOLLY M. WOOD  
P.O. Box 189  
Lawrence, Kansas 66044

**RE: Uniform Bar Examination in Kansas  
JULY 28 & 29, 2020**

Dear Bar Examinee:

Please read the entire contents of the information sent with this letter. It contains significant information regarding the July 2020 exam.

The Uniform Bar Examination (UBE) in Kansas will be administered at the University of Kansas in Lawrence, Kansas, on Tuesday, July 28 and Wednesday, July 29, 2020.

Day one of testing includes:

- 2 Multistate Performance Tasks (MPT), and;
- 6 Multistate Essay Examination (MEE) questions.

Day two consists of 2 sessions of the Multistate Bar Examination.

Due to COVID-19, the exam start times will be staggered to minimize the number of people in common areas at any given time. You will be sent more information with your specific start time in the next two weeks. We are planning exam start times to begin no earlier than 8:00 AM and no later than 9:00 AM.

The UBE is coordinated by the National Conference of Board Examiners (NCBE) and is composed of the MPT and MEE. It is uniformly administered, graded, and scored by user jurisdictions and results in a portable score that can be transferred to other UBE jurisdictions. **The minimum passing UBE score in Kansas is a 266.**

**GOOD LUCK!**

**KANSAS BOARD OF LAW EXAMINERS**

# **KANSAS BOARD OF LAW EXAMINERS**

## **JULY 2020 KANSAS BAR EXAMINATION COVID-19 PROTECTIVE MEASURES AND EXAMINEE REQUIREMENTS**

To protect the health, safety and welfare of all persons attending the July 2020 bar examination, the Kansas Board of Law Examiners (“KBLE”) will implement measures consistent with the Centers for Disease Control and Prevention (CDC) guidance to prevent the spread of COVID-19. Examinees will be required to adhere to the below requirements and any other protective measures that may be implemented as official health guidance changes. The KBLE recognized the bar examination can be a source of significant stress for examinees. These measures are implemented to reasonably safeguard examinees, staff, and proctors from exposure to COVID-19 during the examination.

### **COVID-19 PROTECTIVE MEASURES FOR JULY 2020 BAR EXAMINATION**

#### **Registration**

The KBLE will enforce adherence to social distancing requirements during the registration process, maintaining the recommended six feet between examinees.

Exam start times will be staggered for each testing room to decrease the number of examinees gathered during registration. Examinees will be notified of their designated start time. Examinees must not report to the registration area before their designated time.

All persons will be required to wear a protective face mask that covers the nose and mouth. Masks will be required during the entire administration of the exam, including registration, testing, and breaks. Examinees who do not have a face mask will be provided one to be used for the entire exam period.

All registration tables and frequently touched surfaces will be regularly disinfected.

Examinees will be provided bottled water -- communal water dispensers will not be available at the exam facilities.

Examinees may bring a small, clear bottle of hand sanitizer for personal use.

#### **Administration of the Examination**

Examinees will be seated with six-foot social distance from other seated examinees.

Staff and proctors will wear gloves when handling test materials and supplies provided by the Kansas Board of Law Examiners.

Exam tables will be disinfected before and after each exam session.

Common areas will be disinfected after each registration period and throughout the day.

Hand sanitizer, tissues, and wastebaskets will be available in each testing room.

After each exam session, examinees still in the room will be dismissed by row to maintain social distancing standards.

Once dismissed at the end of the day, examinees will be required to immediately exit the testing area and will not be permitted to re-enter.

### **Lunch Break**

The KBLE has entered into an agreement with KU Catering to provide a boxed lunch to each examinee. Each lunch will include a sandwich, chips, fruit, a cookie and a bottle of water. There will be seating inside and outside of the examination location. As a reminder, it is the responsibility of each examinee to maintain social distancing standards over the lunch break.

Examinees leaving the venue during the lunch break are responsible for returning on time for the afternoon registration period.

### **Smoking**

The University of Kansas is a tobacco free campus. Smoking is prohibited in all areas.

### **Restrooms**

During exam instructions examinees will be notified which restrooms are designated for use by examinees. Restrooms will be disinfected on a regular basis throughout each exam day.

### **Parking**

Parking will be available in the Allen Fieldhouse Garage immediately east of the Burge Union at no additional cost.

## **COVID-19 EXAMINEE REQUIREMENTS FOR JULY 2020 KANSAS ADMINISTRATION OF THE UNIFORM BAR EXAMINATION AND ASSUMPTION OF RISK**

All examinees for the July 2020 Kansas administration of the Uniform Bar Examination (UBE) must comply with the following requirements:

1. Examinees must sign and submit via email to [admissions@kscourts.org](mailto:admissions@kscourts.org) by **July 15** a completed code of conduct form (attached), agreeing to abide by the COVID-19 protective measures implemented during the examination. Examinees who do not submit a completed code of conduct form by the deadline will not be allowed to enter the testing area.
2. Examinees will be required to wear a protective face mask that covers the nose and mouth. Masks will be required during the entire administration of the exam, including screening, registration, testing, and breaks. Examinees who do not have a face mask will be provided one to be used for the entire exam period.
3. Hand sanitizer will be available in each testing room. Examinees are responsible for appropriately dispensing and using hand sanitizer. Examinees will also be allowed to bring a small, clear bottle of hand sanitizer for personal use.
4. Examinees must maintain social distancing standards throughout the administration of the examination.
5. Examinees are responsible for following appropriate respiratory hygiene/cough etiquette.
6. On the day of the examination, examinees will be required to submit a completed attestation, which may contain but is not limited to the criteria listed below. Examinees will not be allowed to enter the testing area if they do not submit a complete attestation or if they:
  - a. Traveled to any foreign country within the 20 days prior to the exam;
  - b. Reside or have close contact with someone who traveled to any foreign country within the 20 days prior to the exam;
  - c. Have been asked to self-quarantine by any doctor, hospital or health agency within the 30 days prior to the exam;
  - d. Have a fever or are sick;
  - e. Have been diagnosed with, or have had contact with anyone who has been diagnosed with COVID-19 within the 20 days prior to the exam; or
  - f. Reside in a jurisdiction outside of Kansas that is subject to an official travel advisory in effect within 30 days of the scheduled date of the bar exam.
7. Examinees must report to staff if they develop symptoms of COVID-19 (including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, and/or new loss of sense of taste or smell) during the administration of the exam to ensure appropriate public health measures may be implemented.

8. By **July 15**, examinees must provide the Board an emergency contact in the event the examinee becomes symptomatic during the examination period. Examinees who become symptomatic during the exam will be removed from the examination room, the examinee's emergency contact will be notified, and their testing will be terminated. Emergency medical personnel will be contacted if appropriate.
9. Examinees exhibiting symptoms after the administration of the bar examination agree to comply with contact tracing instructions conveyed by public health officials.

COVID-19 has been declared a pandemic by the World Health Organization. COVID-19 is contagious and is believed to spread primarily from person-to-person contact.

The KBLE is taking reasonable steps to safeguard examinees and staff and to protect against exposure to COVID-19 during the administration of the July 2020 examination. However, the KBLE cannot guarantee examinees will not be exposed to or become infected with COVID-19.

Each examinee acknowledges and voluntarily assumes all risk of exposure to or infection with COVID-19 by attending the July 2020 Kansas administration of the Uniform Bar Examination.

# **KANSAS BOARD OF LAW EXAMINERS**

## **JULY 2020 KANSAS BAR EXAMINATION EXAMINEE CODE OF CONDUCT AGREEMENT**

The ability to administer the July 2020 examination consistent with public health directives will only be possible with the cooperation of all examinees. Measures have been implemented to reasonably safeguard examinees, staff, and proctors from exposure to COVID-19 during the examination. To confirm each examinee's commitment to following those measures during the July 2020 bar examination, the Kansas Board of Law Examiners (KBLE) requires the following code of conduct declaration be completed and submitted via email to [admissions@kscourts.org](mailto:admissions@kscourts.org) by **July 15, 2020**.

If an examinee does not submit a completed code of conduct declaration by the deadline, the examinee will not be allowed to sit for the July 2020 examination.

### **COVID-19 CODE OF CONDUCT DECLARATION**

I, \_\_\_\_\_, hereby affirm that:

1. I will make every effort possible to maintain social distancing standards throughout the administration of the July 2020 bar examination including during registration, testing, and breaks.
2. I agree to wear a protective face mask that covers my nose and mouth during the administration of the exam including registration, testing, and breaks. I agree the only exceptions to wearing the mask include a) if I am asked to remove the mask at the request of staff; b) if I am more than six feet from another person and eating or drinking; or c) in an emergency that makes wearing a mask impossible.
3. I agree to follow appropriate respiratory hygiene/cough etiquette while at the examination site location.
4. I agree to provide on the day of the examination a completed attestation, which may contain but is not limited to the criteria listed below. I understand and agree that I will not be allowed into the testing area if I do not submit a completed attestation or if I:
  - a. Traveled to any foreign country within the 20 days prior to the exam;
  - b. Reside or have close contact with someone who traveled to any foreign country within the 20 days prior to the exam;
  - c. Have been asked to self-quarantine by any doctor, hospital or health agency within the 30 days prior to the exam;
  - d. Have a fever or are sick;
  - e. Have been diagnosed with, or have had contact with anyone who has been diagnosed with COVID-19 within the 20 days prior to the exam; or

- f. Reside in a jurisdiction outside of Kansas that is subject to an official travel advisory in effect within 30 days of the scheduled date of the bar exam.
5. I agree to report to staff if I develop symptoms of COVID-19 (including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, and/or new loss of sense of taste or smell) during the administration of the exam to ensure appropriate public health measures may be implemented.
6. I agree to provide the KBLE by **July 15** an emergency contact in the event I become symptomatic during the examination. I understand and agree if I become symptomatic during the examination, I will be removed from the examination room, my emergency contact will be notified, and my testing will be terminated.
7. Emergency Contact Name: \_\_\_\_\_
8. Emergency Contact Phone Number: \_\_\_\_\_
9. I agree to comply with contact tracing instructions conveyed by public health officials.
10. I have decided to sit for the examination despite the risk of exposure to or infection with COVID-19 and voluntarily assume all risk of exposure to or infection with COVID-19 by attending the July 2020 Kansas administration of the Uniform Bar Examination.

I HEREBY DECALRE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I UNDERSTAND THAT ANY FALSE STATEMENT CONTAINED IN MY APPLICATION OR PROVIDED ON THE DAY OF THE KANSAS ADMINISTRATION OF THE UNIFORM BAR EXAMINATION MAY RESULT IN THE DENIAL OF MY ADMISSION TO THE KANSAS BAR.

\_\_\_\_\_  
Examinee Signature

\_\_\_\_\_  
Date

**KANSAS BAR EXAMINATION REGULATIONS AND CODE OF CONDUCT**

**Complete and return this document via email to [admissions@kscourts.org](mailto:admissions@kscourts.org) by NOON on July 15, 2020.**

Please read the following Regulations and Code of Conduct and initial on the appropriate line by each numbered paragraph to indicate that you have read and understand that paragraph. Sign the statement at the bottom of the page.

Any applicant who engages in cheating or conduct which disrupts or threatens to disrupt the bar examination process or who breaches any examination regulation is subject to sanctions by the Board or its authorized representative including, but not limited to, removal from the examination site.

**EXAMINATION REGULATIONS**

- \_\_\_\_\_ 1. Applicants will turn in all question booklets and answer booklets/sheets to the proctors at the end of each session.
- \_\_\_\_\_ 2. Prohibited items:
  - ANY** electronic devices, including but not limited to:
    - Cell or mobile phones, digital watches or timers, fitness trackers, media players, headphones, language translators, picture-taking devices, e-cigarettes, etc.
    - Firearms or other weapons.
    - Written material including books, notes, scratch paper or paper of any kind.
    - Mechanical pencils, mechanical erasers, pens, highlighters, or rulers.
    - Briefcases, handbags, or backpacks of any kind.
    - Non-electronic watches or timers of any kind.
    - Earplugs or earmuffs of any kind.
    - Hats and/or hoods (except religious apparel), hooded sweatshirts/jackets or jackets/sweaters that open down the front. Pullover and three-quarter zip/button sweaters without hoods are acceptable.
    - Food or beverages
- \_\_\_\_\_ 3. Any applicant who finishes a session early, hands in the test materials, and leaves the examination room will not be allowed to re-enter the room until the next testing session.
- \_\_\_\_\_ 4. No applicant will create a continuing distraction by sound or movement which tends to disrupt the concentration of another applicant, whether in or outside the examination room.
- \_\_\_\_\_ 5. At the announced termination of an examination session, no applicant shall write, type, erase or otherwise add to, alter or subtract from an examination answer.
- \_\_\_\_\_ 6. No applicant will falsify or misrepresent information required for admission to the examination, impersonate another applicant, or have an impersonator take any part of the examination on an applicant's behalf.
- \_\_\_\_\_ 7. In the interest of security, applicants and their belongings may be searched at any time during the examination.
- \_\_\_\_\_ 8. No applicant will give or receive aid from any other applicant or source during the administration of the examination.
- \_\_\_\_\_ 9. Applicants must close their question and answer booklets and turn over their answer sheets when leaving the testing table.
- \_\_\_\_\_ 10. Applicants with prescribed medication must see the Administrator when arriving at the exam room. Medication must be clearly marked with the applicant's name.

I have read the above Examination Regulations and Code of Conduct and agree to abide by same. I understand that a violation of any of these regulations could cause me to be removed from the examination.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **ALL APPLICANTS:**

1. You must have photo identification with you when checking in for each session of the Kansas bar examination. Acceptable forms of identification are:
  - State-issued driver's license or identification card,
  - Passport, or;
  - Military identification.

**No other forms of photo identification will be accepted.**

2. You are permitted to bring the following items to the testing room:
  - Photo identification, car and/or hotel room key, face mask, hand sanitizer in clear bottle, laptop, charging cord, and mouse. See paragraph 4 below.

**All other items will be provided to you in a quart-sized bag. Place your identification and car/hotel room key in the bag during the examination.**

### **LAPTOP USERS:**

Kansas utilizes ILG, Technologies' Exam 360 software during the essay portions of the exam.

1. ILG will send you an email with instructions on how to download the testing software.
  - a. You will be required to complete the mock examination as part of the laptop registration process.
2. Opening or viewing any computer program, file, document other than the ILG Exam360, or accessing the internet during the examination, while in the testing room, will be considered a potential cheating incident by the Board of Law Examiners.
  - a. If you are suspected of viewing unauthorized materials or violating any testing policy or procedure while in the testing room, your computer will be confiscated and be required to handwrite the remaining portion of the examination.
  - b. Confiscated computers will be returned after the laptop has been screened by Attorney Admissions and/or the National Conference of Bar Examiners.

**Under no circumstance will the laptop be returned at the examination.**

3. You must leave your laptop in the testing room until you have completed the afternoon session of the written examination.
  - a. Removing your laptop from the testing room at any time will conclude the written portion of your examination and re-entry for the written portion of the exam will not be permitted.
4. You may bring and use a Bluetooth mouse that connects to your computer without the use of a USB dongle device. Alternatively, you may bring and use a wired mouse.

# MEMORANDUM

**TO:** Kansas Bar Applicant  
**FROM:** Attorney Admissions  
**RE:** Kansas Bar Exam – **July 2020**

If you are **NOT** planning to sit for the July 2020 Uniform Bar Examination administered in Kansas, please complete the form below and return via email no later than 5:00 p.m. on July 24, 2020 to:

KANSAS BOARD OF LAW EXAMINERS  
KANSAS JUDICIAL CENTER  
301 SW 10TH AVE. FIRST FLOOR  
TOPEKA, KS 66612-1507

VIA EMAIL TO:  
ADMISSIONS@KSCOURTS.ORG

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I am not planning to sit for the July 2020 Uniform Bar Examination administered in Kansas.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(signature)

Docket No. \_\_\_\_\_