



Supreme Court
STATE OF ARIZONA

COMMITTEE ON EXAMINATIONS

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INSTRUCTIONS AND INFORMATION MEMORANDUM
ARIZONA UNIFORM BAR EXAMINATION
STANDARD TESTING SITE

DATES

Pre-Registration: Monday February 24, 2025
Testing: Tuesday, February 25, 2025, and Wednesday, February 26, 2025

LOCATION

Phoenix Convention Center
100 North Third Street, North Building
Phoenix, Arizona 85004
602-262-6225
[See enclosed map](#)

The Phoenix Convention Center is a non-smoking facility; smoking and vaping are not permitted anywhere inside the building. Weapons are strictly prohibited and not allowed inside the building.

PRE-EXAM Q&A

A pre-exam Q&A session will be held via Zoom on Tuesday, February 18, 2025, 3:00 PM.

This is not a presentation but is time made available to answer any questions you may have about the bar exam and licensing process.

[Join Zoom Meeting](#) using a Zoom meeting app.

Zoom Meeting ID: 958 9593 4059

Passcode: 895267

Participation Requirements: Cameras on, full name visible.

**PRE-
REGISTRATION**

To accommodate the high volume of applicants testing at the Phoenix Convention Center, pre-registration will be held on **Monday, February 24, 2025, 1:30 – 3:00 PM**. Please proceed to the North Building, Third Level lobby areas of Halls D-E.

REGISTRATION

While pre-registration is not mandatory, it is strongly recommended. For those who do not pre-register on Monday, registration will also occur on Tuesday morning, February 25, 2025, at 7:15 AM.

A valid government issued photo ID must be presented and a completed Admission Ticket is required to gain access to the exam room.

ADMISSION TICKET

Click on this link and **complete the [Admission Ticket](#) electronic form**. To expedite the registration process, please complete this electronic form no later than **February 18, 2025**. If the electronic form is not submitted, you will be required to fill out a paper form at exam site registration.

You are required to bring current (not expired) government issued photo identification to the exam site registration.

PARKING

Recommended parking at Phoenix Convention Center is available **in the North and East Garages**. Card payments only; paper currency is not accepted. Please *refer to enclosed parking map linked above* or the Phoenix Convention Center website for more information. www.phoenixconventioncenter.com/parking

HEALTH & SAFETY

An EMT will be onsite during each test session.

Face masks are not required. If you choose to wear one it will be subject to inspection at all times and you will be asked to remove it for security checks.

REPORT TIMES

You must arrive at the scheduled report time for all sessions. Failure to report at the designated time may result in a delay entering the exam room. **You must be in your seat when instructions begin.** See [Exam Schedule](#) included with this document.

REQUIRED ITEMS

The following items are required to complete exam registration and for entry into the exam room:

Bar Exam Admission Ticket – See “Admission Ticket” above.

Current valid government issued photo identification – cannot be expired.

Please have your current government issued photo identification ready to present at registration.

PERMITTED ITEMS

The following items are permitted in **ONE clear, zip-top plastic bag that you provide**. Clear concert/event bags are not allowed.

- Wallet
- Money, credit card
- Government issued ID for entry
- Keys (***NO keychains or accessories***)
- Non-digital (analog) wristwatch
- Sunglasses or eyeglasses
- Contact solution, eyedrops
- Prescription Medication(s) – must be in packaging with prescription label
- Non- Prescription Medication(s) – removed from packaging
- Feminine hygiene products in original packaging

In addition to your clear plastic bag, you may also bring:

- Transparent water bottle(s) –with no label, writing, or stickers.
- **On MEE/MPT test day if laptop certified:** Laptop, power cord, wired mouse, wired keyboard (***NO wireless accessories***)

If any item is not on the Permitted Items list, presume it is prohibited. No other items are permitted in your bag. If you arrive at the testing facility with a prohibited item, you

will be asked to dispose of it. **This is strictly enforced. All items are subject to inspection at all times during the exam process.**

You should have nothing in your pockets when you pass through security, or at any time during the exam process. DO NOT put items in your pockets after passing through security.

PROHIBITED ITEMS

The following items are strictly prohibited. Examinees are NOT permitted to bring the following into the testing facility:

NO electronic devices of any kind, including but not limited to: cell phones, digital watches or timers, fitness trackers, media players, headphones, language translators, picture-taking devices, or e-cigarettes. **NOTE: If drop-off or pick-up arrangements are needed, please do so in advance as cell phones are prohibited.**

NO firearms or other weapons of any kind

NO notes, papers, books, bar review or other study materials in any format or media

NO scratch paper or paper of any kind

NO pencils, erasers, pens, highlighters, or rulers

NO laptop cases or carrying sleeves, briefcases, handbags, or backpacks of any kind

NO ear plugs, headphones, or headsets

NO bluetooth devices including ear buds, air tags, wireless external keyboards, or wireless mice

NO head coverings of any kind (other than for religious reasons)

NO mouse pads, or laptop accessories (only laptop power cords and power adapters ARE allowed for registered laptop users on MEE and MPT day—Tuesday)

NO jump drives

NO flip-flops or other shoes or clothing which are noisy and can disrupt other candidates

NO cigarettes, tobacco-related products, matches or lighters

NO tissues

NO food, candy, gum, or beverages other than water unless prior approval granted (Non-ADA Accommodation Request Form)

STORAGE OF PERSONAL ITEMS

None will be provided. If you arrive at the testing facility with a prohibited item, you will be asked to dispose of it.

It is against both fire and security codes to leave items in the public spaces of the buildings. Items left in public spaces may be confiscated and not returned.

DRESS CODE & CLIMATE

You **MUST** wear quiet shoes (soft soles). Do not wear backless shoes such as flip-flops. No headwear may be worn during the examination, except for religious reasons. Do not wear perfumes, colognes, scented powders, or anything that might cause a distraction. You may wear comfortable casual clothing to the examination. **The exam room is typically cooler in temperature, so it is advised to dress in layers for your comfort.**

RESTROOMS & WATER FOUNTAINS

Designated restrooms are located within the exam room.

Applicants may bring their own water bottle(s) into the testing area. Water bottles must be transparent and contain no label, writing, or stickers. All water bottles must have **closable lids**. **No glass containers are permitted. Only water is permitted.** There will be water fountains in the exam room for refills.

GENERAL EXAMINATION INSTRUCTIONS

SECURE TEST SITE

The Arizona Supreme Court will take necessary steps to ensure the security and integrity of the examination. You may not stay in or re-enter the examination room during the noon breaks or after the close of test sessions. Only examinees are allowed in the examination room; non-examinees are strictly prohibited from the examination room and restricted areas. **Please note: Video surveillance may be in use. Also monitors, proctors and administrators circulate throughout each testing session.**

IDENTIFICATION BADGE

During registration you will receive an identification badge containing your photo, applicant number, NCBE number and seat assignment. Access to the exam room will be granted only with a badge. **Your badge must be worn near your face at all times at the exam site.** Upon completion of your final session, you must return your badge.

APPLICANT NUMBER

You will be provided an **applicant number on your ID badge. This number** allows identification of your exam materials and **must be placed on all exam materials.** In addition, your NCBE number has been placed on your ID badge. You must use your NCBE number on your MBE answer sheet. If you fail to use these numbers, your scores may be delayed.

SEATING AND SCHEDULES

All applicants will test in the same room. All seats are pre-assigned with a number at each seat. You must sit at your assigned seat throughout the entire examination. Your seating assignment will be located on your identification badge given to you during registration.

All applicants must be seated for instructions. See enclosed [Exam Schedule](#).

COMPOSITION OF ARIZONA UNIFORM BAR EXAMINATION

The Arizona Uniform Bar Examination consists of:

Six Multistate Essay Examination questions (MEE)
Two Multistate Performance Tests (MPT)
The Multistate Bar Examination (MBE)

For more details regarding subjects and timing you may visit the NCBE website.
www.ncbex.org/exams/ube

TIMING & START OF TEST SESSIONS

Each standard test session will be three hours in duration.

While the Committee will attempt to ensure that each session begins as close to its scheduled start time as possible, the actual start time may vary by a few minutes due to any number of test site situations such as non-compliance with security protocols, weather disturbances, power failures, and/or other site access issues.

LEAVING YOUR SEAT DURING TEST SESSION

If you leave your seat to access restrooms during testing, leave your examination materials face down on your desk. **Materials cannot be taken with you.**

For laptops, click on the “Lock” button to lock your exam. You will be required to enter your login password upon returning to your desk.

DISCUSSION OF TEST MATERIALS

While testing is in progress, **you may not discuss the examination with anyone (except Examiners and Proctors), nor refer to notes.** Do not speak to anyone when using the restrooms. If you fail to heed these instructions your examination may be void. NCBE and the Committee on Character and Fitness will be notified. **You cannot view notes or study materials on your laptop once inside the exam room.** If you do so, your examination may be void.

Please refer to the signed Code of Conduct and Non-Communication Agreement you submitted with your exam application.

USE OF LAPTOP COMPUTER

Laptops are **only allowed on MEE and MPT test day if laptop certified. (Tuesday)**

You will not be permitted to take your laptop from the exam room during your lunch break. Do not bring your laptop to the exam site on MBE day. (Wednesday)

A power source is available at each seat. **You will need your laptop and power cord only. You will not operate on battery power.**

You may NOT consult notes or files on your laptop once inside the exam room.

Make sure the laptop you bring has the ILG Exam360® software loaded and that you have taken the practice exam using the laptop you will be testing on. **Also, make sure you retain the laptop used during testing for at least one month after the exam in the event we need to request information from the computer's hard drive.**

Even if you have previously certified your laptop computer for law school exams, another admitting jurisdiction, or a previous Arizona exam, you must re-certify for this bar examination as previously used software will not function for the February 2025 bar examination. For technical support or questions, prior to or following the exam, go to ILG Exam360® Support Form found at the bottom of the ILG Exam360® website. <https://arizona.ilgexam360.com>

PROCEDURE TO UPLOAD MEE/MPT ANSWERS: Examinees will be asked to upload their essay answers via Wi-Fi to the ILG Exam360® website from a location **outside** the exam room **AFTER** both sessions of the MEE & MPT portions of the UBE are concluded but before the deadline.

The deadline to submit the online upload of exam answers is Tuesday, February 25, 2025, no later than 10:00 p.m. Arizona Time. Instructions on how to upload answers will be provided at the exam.

NOTE: you will be required to hand write your exam answers in an answer book in the event of a hardware or software malfunction or power failure when you cannot resolve the malfunction immediately. **No extra time will be given in the event of a laptop malfunction.**

15 MINUTE WARNING

When there are fifteen minutes left in the testing session, an announcement will be made. If you are testing or seated when this announcement is made, you must remain seated for the remainder of the exam. Applicants are **NOT** allowed to leave their seats during the final fifteen (15) minutes of each session. **NO ONE** is allowed to visit the restrooms or leave the examination room during the last fifteen (15) minutes. If you have an urgent matter, you must raise your hand and wait for proctor assistance.

END OF SESSION

When final time for the session is called, you **must stop** writing/typing. Failure to do so may void your entire examination, and the Committee on Character and Fitness will be notified.

When time is called all applicants must remain seated until dismissed. If you have an urgent matter, you must raise your hand and wait for proctor assistance. **Listen carefully** to the Chair instructions for collection procedure when time is called **after each session.**

You **must turn in ALL test materials.** If you leave the test room with any of your test or answer material your entire examination may be void. NCBE and the Committee on Character and Fitness will be notified.

**NOTIFICATION OF
RESULTS**

Your total combined score (MEE/MPT and MBE) will be released through the online portal on or before **the second Friday in May**. Also, at that time, a list of successful examinees will be posted on the Announcements section of the Attorney Admissions website at:

www.azbaradmissions.org/home