NBTA's Online Examination FAQs

The NBTA Board Certification Examination in all areas of law is offered only as an online examination that must be taken on a laptop computer with a functional internal camera and microphone. The following Frequently Asked Questions (FAQ's) are provided to applicants to assist them in preparing for the online examination.

Scope of the Examination:

The Examination tests whether an attorney has a proficient understanding of the key laws, rules and procedures applicable to the specialty area of law. Answers should demonstrate the ability to analyze the facts presented, discern the points upon which a case turns, and identify and resolve issues. Answers should show your knowledge and understanding of evidence, ethics, the pertinent principles and theories of law, their relationship to each other and their qualifications and limitations. The questions test knowledge of the current law and are geared to evaluate basic knowledge of the usual legal, core substantive law and trial ability that is common to specialists in the area of law. NBTA's examination is nationally administered. It is not designed to be a bar or law school type of examination. Approved Reference materials are permitted during the examination's administration for both the Multiple choice and essay sections. The Multiple-Choice questions test an applicant's knowledge of federal law. Individual state law is <u>not</u> tested on the Multiple-Choice section of the examination. The examination's essay questions are also designed to be answered under federal law. However, if an applicant's state laws differ from federal law an applicant may indicate the state and the applicable state law but is to respond using federal law as it applies to a given set of facts in the outcome of the issues presented.

Format of the Examination:

1. **What will the examination look like?**

The examination is a total of 6 hours: A Morning Section (8:30 a.m.-11:30 a.m.) and an Afternoon Section (12:30 p.m.-3:30 p.m.) with an hour break between sections.

The Morning Section consists of a maximum of 75 Multiple Choice Questions and the Afternoon Section contains 3 hours of Essay Questions.

2. **Your score is based on how well you answer all the questions on the examination.**

    There are no optional questions.

3. **If you do <u>not</u> pass the Ethics Multiple Choice portion of the examination, you will <u>not</u> pass the examination.**

Technological Requirements:

4. **What kind of computer, accessories and internet access do I need to take the NBTA's online Examination?**

- You may take the exam on a Mac or Windows laptop.
- Examplify will not run on Chromebooks, Android, or Linux operating systems.
- Examplify does not support touchscreen input on Mac or Windows laptops.
- Desktop computers are not permitted. You MUST have administrator rights to the device. If your device is owned by your law firm, you should verify with your IT administrator prior to downloading the software that you have administrator rights to the device.
- Go to ExamSoft's website for specific minimum system requirements:**https://examsoft.com/resources/examplify-minimum-system-requirements/**
- Microsoft Surface devices may be used under certain conditions. Please see this article on how to set up your Surface to be compatible with Examplify: https://support.examsoft.com/hc/en-us/articles/11145775442829-Set-Up-Your-Microsoft-Surface-Pro-to-Run-Windows-10
- Your computer **MUST** have a functioning microphone and camera (made to record video), not a virtual camera.
- If you need help on where to find the list of specifications on your computer, please click here:

    o For Windows https://support.examsoft.com/hc/en-us/articles/11167170211981-Find-Information-About-Your-Windows-Computer

    o For Mac https://support.examsoft.com/hc/en-us/articles/19822185159437-How-to-Find-System-Information-About-Your-Mac

5. **Your Computer MUST have a functioning camera and microphone.**

- Your laptop must have a functioning microphone that is NOT muted.
- The camera can be an integrated camera or external USB camera supported by your operating system. Virtual cameras are NOT supported.
- The Microphone can NOT include use of headphones or virtual microphones.
- While you are logged into the examination, you will be continuously recording and monitored by artificial intelligence and human proctors. Any and all anomalies or suspicious behavior will be flagged.

6. **What steps do I need to take before the examination?**

- Make sure your laptop meets ExamSoft's requirements:**https://examsoft.com/resources/examplify-minimum-system-requirements/**
- Look for email invitation to activate your Examsoft account

- Within the email you will be prompted to create a personal account password
- Once your password is created follow the prompts to the Examsoft "student" Examinee portal
- With in the portal you can download Examplify
- Once download is complete, install and launch Examplify
- Your Institution ID is National Board of Trial Advocacy. You only need to enter NBTA and the National Board of Trial Advocacy will come up for you to select.
- Download and take the two Mock examinations (see below for details)
- Upload the Mock examination answer files (see below for details)
- Receive the confirmation that your laptop has completed the Mock Examinations and downloaded all the examination files.
- Sign the electronic device use agreement
- Receive notice that you are registered to take the examination

7. What is Examplify?

Examplify is ExamSoft's software that is used for the NBTA's administration of the board certification examination. This application provides a simple word processing program and is designed to be familiar to users of Microsoft Word. The software blocks access to non-Examplify files on an examinee's laptop during the examination.

8. What is the MOCK Examination?

This is an administrative process in two parts. **Mock Examination 1** teaches you how to use various features of software for the examination. **Mock Examination 2** will ensure your device meets the minimum system requirements.

The Mock Examination is provided for you to practice using the ExamSoft system so that you become familiar with the technology, to set-up and to practice taking the examination in this format. Taking the Mock examination confirms that your laptop is compatible with Examplify. This practice or "Mock Examination" allows you to familiarize yourself with procedures for opening, using and uploading answer files prior to the day of the examination. Typing a paragraph in the windows enables you to determine if there are no typing/keyboard issues with your computer. You should spend sufficient time taking the mock exams to ensure that functions such as spellcheck and other formatting are working properly.

You can take **Mock Examination 1** more than once. If you want to take this Mock Examination again you will see the download option appear again, just click on the download button and use the same password again.

During the Mock Examination you will be required to take a baseline photo ID that will be used to verify your identity when you log into the examination on examination day.

9. Who do I contact if I have technical questions on the use of the software or if I encounter technical problems during the installation of the Mock Examination or completing laptop registration?

The NBTA Staff is not able to answer technical questions related to software, your system or installations.

Most problems can be resolved using ExamSoft's support guides and troubleshooter. Should you continue to have technical problems, please call ExamSoft Client Support at 1-866-429-8889. Technical support is available 24 hours a day, seven days a week.

Certain antivirus applications may block ExamSoft's applications and prohibit you from starting on time. To make certain that they will not stop you from using the ExamSoft program you will need to disable your antivirus application. Please click this link: https://support.examsoft.com/hc/en-us/articles/11167774778253-Disable-Your-Antivirus-Software for more information

10. Can I make Changes After I complete my laptop registration?

After successfully completing the registration process DO NOT make changes to the configuration of the laptop that you have registered to take the examination.

11. What if I have laptop problems after registration?

If after completing the registration process with Examsoft you experience problems with your laptop that would prohibit you for using it for the examination, i.e. it becomes inoperable, you may ask to have another laptop certified and to download additional examination files through the "Re-Download Examplify" link after you log in with your Examinee ID and Password.

Authorization will not be granted for the purpose of having a backup laptop in the event a laptop malfunctions during the examination.

12. Do I need an internet connection *during* the examination?

No. Your internet will be blocked once the examination begins.

13. When do I need an internet connection?

For the Mock Examination

- You will need an internet connection at the beginning of each of the two MOCK Examinations to obtain your password.

- If you do not take the MOCK Examinations, you CANNOT take the online examination.

At the start of each Examination Section

- You will need an internet connection at the beginning of each examination Section (Morning and Afternoon) in order to obtain that Section's password and to verify your identity.

- As soon as you start the examination section, your internet connection is blocked.

At the end of each Examination Section.

- You will need an internet connection to upload your examination answers files and video proctoring files after each section.

14. When will I be able to log on?

You will be provided with two separate Passwords: One for the MORNING Section and one for the AFTERNOON Section. The Passwords will be sent via email about 30 minutes before each examination section begins.

15. How do I upload my answers?

You will need to connect to the internet at the end of the 3-hour MORNING Section to upload your answers and the video monitoring. You will also need to upload your answers and the video monitoring at the end of the AFTERNOON Section.

You MUST upload your answers and the video monitoring immediately following the conclusion of the examination.

Keep in mind that you will be uploading not only your answers but also the video monitoring of you taking the examination. The upload will take a considerable amount of time which will vary depending on the upload speed of your internet service.

Do not worry if your answer or monitor files have not finished uploading by the time you need to start the AFTERNOON Section. You can start the AFTERNOON Section by entering the password and upload the files after the examination. Your Examination is timestamped so we will know the actual time it was completed. After you finish the examination, you can use your computer as normal but please keep the Examplify dashboard open until all files have been uploaded.

You will receive email confirmations indicating successful upload of both your answer and the video for each section of the examination. There may be a short delay between the time your answer is uploaded and when the email is received. You will also see a green checkmark beside the examination's name when your answer is uploaded which is also confirmation that ExamSoft has received your answer.

If your answer files did **not** upload successfully, you can click the "retry upload" button inside Examplify when your device is connected to the internet.

If there is a problem with the uploading of your answers or the video, you will be notified. You may be required to contact Examsoft for assistance in retrieving the file remotely.

DO NOT delete or uninstall Examplify or any Examplify Program Directory files or folders until the results of the examination that you have taken are released.

Please reference the following to articles on how to confirm upload and how to check status of monitoring video upload:

https://support.examsoft.com/hc/en-us/articles/11146136056461-ExamplifyConfirm-Your-Answer-File-Upload 4

https://support.examsoft.com/hc/en-us/articles/11167676954253

16. What do I do if I lose internet connection during the logon or upload sessions?

If you lose your internet connection, try not to panic! If you are having technical difficulties, reboot your computer but **do not** exit the examination. If that does not work call ExamSoft Support at 866-429-8889 to enter the section. Here is a link to an article that may help: https://support.examsoft.com/hc/en-us/articles/11167213073165-Connect-YourDevice-to-the-Internet-for-Exams-with-ExamID

17. How is the Examination Proctored?

The examinees are expected to demonstrate integrity, honor and ethical behavior during this examination. Only the authorized reference materials are permitted during the administration of the examination. The examination will be monitored remotely through your camera by artificial intelligence. Any anomalies or suspicious behavior will be flagged.

Artificial Intelligence (AI) will initially review all examinee video logs. Any event flagged by AI will then be screened by at least two levels at the NBTA to determine if the video in fact shows a situation that may reveal a violation of the examination rules, including suspected cheating.

Other than scheduled breaks examinees are not permitted to leave the view of the camera during the examination sections unless they finish the section early and uploaded their answers.

If you are unable to verify your identity you will not be allowed to enter the section.

The following are examples but are not inclusive reasons that might trigger review:

- Leaving the view of the webcam

- Not having the camera centered on your face completely

- Using an unauthorized electronic device

- Having others in the examination room while you are testing

- Referring to unauthorized study aids, books, notes, etc.

18. What if I rent a laptop for the examination?

If you have rented a laptop to use during the examination, you should not return it to the rental company until the results of the examination that you have taken have been released. Any attempt to disable or tamper with Examplify's security features is prohibited. If it is discovered that tampering has been attempted, that information will be reported to the NBTA for any action it may deem appropriate.

Confidentiality of the Examination Process:

19. Is my name on my examination?

Confidentiality of the examination process is maintained at all times by staff, drafters, graders and others enlisted in the development, preparation, grading and handling of examination materials and at every stage of the examination.

Prior to the examination, Applicants are assigned a member identification number for anonymity and confidentiality purposes.

Scoring and Grading:

20. How will the Specialty Certification Examination be graded?

A combined score of 75% must be achieved in order to pass the examination (Multiple choice questions are 40% of the score and essays are 60%).

A failing score on the Multiple-choice **ETHICS** portion of the examination results in failure of the entire examination. Only the ETHICS portion of the examination must be retaken and passed if a passing score was achieved on the other sections of the examination.

21.How are Multiple Choice Questions Graded?

The Multiple-Choice questions are graded by computer.

A failing score in the multiple-choice section is not reviewed.

22.How are Essay Questions Graded?

The subject area Specialty Program Commissions grade the individual essays.

A failing essay score is reviewed by the Specialty Program Commissions on a holistic basis (all answers are read in their entirety and the individual score assigned by the initial grader is not provided to the Reappraiser) and are given a PASS/FAIL grade.

The decision of the Specialty Program Commission is final.

Once all parts have been graded and inputted a total overall grade is determined.

Multiple Choice questions make up 40% of the entire score and Essays make up 60% of the examinees total grade. A combined score of 75% must be achieved in order to pass the examination.

A failing score in the Multiple-Choice ETHICS portion of the examination results in a failure of the entire examination. Only the ETHICS portion of the examination must be retaken and passed if a passing score was achieved on the other sections of the examination.