

# NBTA's Online Examination FAQs

**Due to Covid-19, the NBTA Board Certification Examination in all areas of law will be offered only as an online examination. The following Frequently Asked Questions (FAQ's) are provided to applicants to assist them in preparing for the online administration in this new process.**

## **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 to each other and their qualifications and limitations. The Examination tests knowledge of the current law.

## **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.).

The Morning Section consists of 60 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.**

### **3. If you do not pass the Ethics Multiple Choice portion of the examination you will not 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 only use an Apple Mac computer or a Windows computer (Windows 10 Operating system) that is no older than 3-4 years.

The examination cannot be taken on devices such as a Chrome or Linux computers. IPADS, Android tablets, smart phones, Surface Pros with detachable keyboard or other devices of that nature are not suitable.

Alternate versions of Windows 10, such as Windows RT and Windows 10S, are NOT supported.

Only genuine U.S. English versions of Windows Operating Systems are supported

Windows Operating System 10 (Version 1803,1809, or 1909)

CPU Processor: 2.0ghz intel i3 processor or equivalent

RAM: 4GB or higher

Internet Speed/Bandwidth Min 2.5 Mbps Upload speed

Mac Operating System: 10.13 10.14 or 10.15

If you need help on where to find the list of specifications on your computer please click here: [For Windows](#), [For MAC](#).

### **5. Your Computer MUST have a functioning webcam**

You may not use any virtual camera software.

While you are logged into an examination section, this remote-proctored examination will be continuously recording and monitored by artificial intelligence and human proctors. Any and all anomalies or suspicious behavior will be flagged.

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

No. Your internet will be blocked off once you are logged into the examination section.

### **7. When do I need an internet connection?**

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 log on to the system to verify your identification.

You will need an internet connection to upload your examination answers files and video files after completion.

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.

## 8. When will I be able to log on?

You will need an internet connection to logon. You will be provided with two separate Passwords: One for the MORNING Section and one when you log back into the system to verify your identification to start the AFTERNOON Section.

## 9. How do I upload my answers?

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

You **MUST** upload your answers 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 then you can 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 your computer on until all files have been uploaded.

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.

## 10. 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! The software continually saves your work automatically. If you are having technical difficulties first reboot your computer. If that does not work call ExamSoft Support at 866-429-8889 to enter the section.

## 11. 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. 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.

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: [Disabling Anti-Virus Systems](#) for more information.

Taking the Mock Examinations will allow you to use the software and establish your baseline photo ID that will be used to verify your identity when you log into the examination.

## **12. How is the Examination Proctored?**

The examination will be monitored remotely through your webcam.

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.

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

- Leaving the view of the webcam
- Not having the webcam centered on your face completely
- Using an unauthorized electronic device
- Having others in the examination room while you are testing.
- Referring to study aids, books, notes, etc.

Once you have downloaded the software to one device that is the device that **MUST** be used on the actual examination. You cannot transfer the software and file to another device.

## **Confidentiality of the Examination Process:**

### **13. 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:**

### **14. 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.

### **15. 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.

### **16. 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. The essays make up 60% of the examinees total grade. The Multiple Choice make up 40% of the entire examination.

Failure to pass the Ethics portion results in failure of the examination. Only that portion may be taken again.