



District of Columbia Court of Appeals
Committee on Admissions

MEMORANDUM

To: July 2025 Bar Exam Applicants
From: Committee on Admissions
Re: Bar Exam Information / Code of Conduct
Date: July 10, 2025 UPDATED

THIS IS NOT AN TICKET TO THE BAR EXAM

Seat tickets will be made available in your applicant portal on or before July 14, 2025. The purpose of this Memo is to provide you with necessary information regarding the July 2025 District of Columbia administration of the Uniform Bar Exam. **Applicants are responsible for all information contained within this memo, including information accessible through a hyperlink.**

Code of Conduct

By presenting your Seat ticket at the exam, you acknowledge that you have read the [Code of Conduct](#).

Check in Time and Security Procedures

STANDARD TESTING LOCATIONS – Check in time is 8:00am

NON STANDARD TESTING LOCATIONS for applicants with accommodations – Check in time is 8:00am

EXCEPTIONS to 8:00am check-in:

- 1. Applicants who have an accommodation grant of 25% additional time for ANY or ALL portions of the exam have a check in time of 11:00am.**
- 2. Applicants who have an accommodation grant with the Standard Time Alternative Schedule will have a check in time of 11:30 as indicated in the accommodation grant letter.**

Please review your ticket for your assigned location. Read the instructions carefully for your location. You must report to your assigned location. **You will not be seated at a different location** than what is on your ticket.

SCHEDULES WITH CHECK IN TIMES FOR APPLICANTS WITH ACCOMMODATIONS

The schedules with the time breakdown will be linked to your exam ticket.

CHECK-IN TIME FOR ALL STANDARD APPLICANTS IS 8:00 AM

The examination sessions for the **standard exam administration** start promptly at the times indicated below. **Once the instructions begin for the morning OR afternoon session, no one is allowed to enter the exam. There are NO EXCEPTIONS.**

DAY 1 – July 29, 2025; DAY 2 – July 30, 2025

Essay: DAY 1 – Applicants are allowed to bring highlighters, pens, and pencils.

Security check-in 8:00 AM
Sign in no later than 8:45 AM
Exam Instructions 9:00 AM
Morning Session (MPT)..... 9:30 AM to 12:30 PM

Break - You will have *approximately* 45 minutes for a lunch break. You may sit in designated seating outside the testing room or go outside during the break. Laptops must remain in the testing room.

Security check-in 1:30 PM
Sign in no later than..... 1:40 PM
Instructions begin 1:45 PM
Afternoon Session (MEE) 2:00 PM to 5:00 PM

Multiple-choice: DAY 2 - Bring No. 2 pencils.

Security check-in 8:00 AM
Sign in no later than 8:45 AM
Exam Instructions 9:00 AM
Morning Session (MBE Qs 1-100) 9:30 AM to 12:30 PM

Break - You will have *approximately* 45 minutes for a lunch break. You may sit in designated seating or go outside during the break.

Security check-in 1:30 PM
Sign in no later than..... 1:40 PM
Instructions begin 1:45 PM
Afternoon Session (MBE Qs 101-200)..... 2:00 PM to 5:00 PM

Standard Exam Locations/Parking

**Walter Washington Convention Center, 801 Allen Y. Lew Place NW,
Washington, D.C. 20001 (Formerly listed as 801 Mt. Vernon Place NW)**

[For directions to the Convention Center and information on parking see their website.](#)

National Building Museum – 401 F Street NW, Washington, DC 20001. The National Building Museum does not provide parking for visitors but is Metro accessible. [For more information on public transportation, see their website.](#)

Locations for applicants with accommodations

If you received accommodations, please check your exam ticket for your location when you receive it. If there is a discrepancy between your exam ticket and your accommodations grant, please email: WTrakhtengerts@dcapeals.gov.

Non-Standard Exam Locations/Parking

George Washington School of Law 2000 H St., NW, Washington, D.C. 20052

D.C. Court of Appeals, Historic Courthouse, 430 E St., NW, Washington, D.C. 20001

[For more information on parking and public transportation, see their website.](#)

REQUIRED FOR ENTRY TO THE EXAM: The following items are required to gain entry into the standard exam test site:

- 1. Seat Ticket – You may use the digital ticket on your phone. Be advised that your phone will be placed in a pouch and locked for the entire exam testing day. **Please memorize your seating section and seat number before your phone is locked.****
- 2. Valid government-issued photo identification (see below for more information)**
- 3. If you are issued a wristband on DAY ONE of the exam. You must wear your wristband to regain entry if you leave the building during the break and on the second day of the exam.**
- 4. If you received accommodations, bring a copy of your grant letter to the exam.**

YOU MUST BE IN YOUR SEAT AT 8:40 AM. NO STUDYING IS ALLOWED AT THE EXAM LOCATION. **DO NOT BRING STUDY MATERIALS; THEY WILL BE CONFISCATED AT THE DOOR. THERE ARE NO EXCEPTIONS.**

Exam ID / Seat Number

The five-digit number on the Seat Ticket is your **Exam ID/ Applicant ID/ Seat Number**. You must write this number on all examination materials as instructed. On the first day of the exam, it is the **only** identifier you may use on your essay test materials. On the second day of the exam, you will record your exam ID, NCBE number, and social security number. Please check the NCBE number on your Seat Ticket. You are responsible for knowing your SSN#. **If you do not have an SSN#, you will leave that section blank.**

Identification

Be prepared to present a **VALID GOVERNMENT-ISSUED PHOTO ID IN ADDITION TO YOUR SEAT TICKET** to gain admission to EACH testing session. A proctor or staff member will inspect your photo ID to verify your identity. **The ID must contain a recent, recognizable photo, your first and last name, and date of birth.** The name on the ID must match the name on your Seat ticket. Examples of acceptable forms of ID include a driver's license, state ID or passport are all acceptable forms of ID. A temporary driver's license is acceptable.

The following are NOT acceptable forms of ID:

Social Security card
Birth certificate
Credit card (including those with photos)
Employee ID (including government employees)
Student ID

Upon Arrival

Upon arrival, a cellphone security vendor will lock your cell phone in a pouch before you take your seat. Your cell phone will remain locked on your desk. Cell phones will remain locked for the entire day. There are no exceptions. Please arrange with friends or family to take care of any emergency calls you may have during testing hours, as you cannot access your cell phone. If you do not have a phone, you must request a card to place on your desk instead of a locked cellphone pouch.

After checking in at your assigned section, please review the laptop instructions at your desk. You should be familiar with the software from the trial mock exam you uploaded during laptop registration. If there are no instructions, please alert your proctor.

Once exam instructions begin, you are not permitted to leave your seat until after the exam begins. Unless you are granted accommodations, you will NOT be given extra time for any period you are out of the examination room. **No one is permitted to leave their seat at the standard administration of the exam during the last 30 minutes of each testing session.**

Lunch and Other Permitted Items

Sweaters, hats, and laptop bags and any other permitted items must be stored under your seat. **DO NOT BRING LUGGAGE to the exam. THESE ITEMS ARE NOT PERMITTED IN THE VENUE.**

It is recommended that you bring your lunch. Bring your lunch in a clear plastic food storage bag (e.g., Ziploc bag), which will be stored under your desk. **There is no refrigeration nor will a microwave oven available.**

Permitted items must be stored in a gallon-size clear bag such as those used for food storage (e.g., Ziploc bag). This bag must remain stored under your chair during the exam. You may access it with permission and in the presence of a Proctor or the Committee's staff.

The following items are permitted in the exam room and must be carried into the exam room in one clear and re-sealable plastic food storage bag:

Government-issued photo identification

A cellphone (Cellphones must be kept in a secure pouch, which is provided at the exam for the entire day of testing. **There are no exceptions.**)

Feminine Hygiene Products (may be placed inside an opaque bag if preferred)

A small bottle of hand sanitizer and extra face masks (Masks are OPTIONAL)

Lunch. NOTE: There is no refrigeration, nor will a microwave oven be available.

No. 2 pencils, erasers, and one small pencil sharpener: ink pens and highlighters.

Laptop power cord

External mouse and mouse pad

Over-the-counter and prescription medications (must be in original container)

Foam/silicone earplugs (no WIRED EARPLUGS ARE PERMITTED)

Small package of tissues

Credit cards or cash (may be moved to a pocket for safekeeping once in the exam room)

Keys (hotel and car)

Quiet snacks (unwrapped in clear food bag)

You may bring water in a clear PLASTIC bottle. NO GLASS BOTTLES are allowed. Any label must be removed before coming to the exam site). Opaque bottles are not permitted. Water bottles may not be placed on the desk because of the potential for a spill

and damage to your or someone else's laptop. The bottle should have a safeguard to prevent spills. (Examples below)



PROHIBITED ITEMS AND PROHIBITED CONDUCT

NO META AI glasses, Bluetooth glasses or any other eyewear with audio technology or with photo technology are permitted. Anyone found with this eyewear will be presumed cheating.

NO luggage, handbags, purses, duffle bags, tote bags, briefcases, etc. *Please note that laptop bags and bookbags are permitted*

NO GLASS BOTTLES

NO electronic devices including, smart watches, calculators, cameras, fitness trackers, etc.

NO watches of any kind (there will be clocks at all test sites)

NO wired or wireless headphones/headsets/ear buds (ordinary foam/silicone ear plugs are permitted)

NO notes, papers, books, bar review or study material in any format or media, dictionaries, or any other written material. These materials will be confiscated and will not be returned

NO hats, baseball caps, visors or sunglasses may be worn during the exam (religious apparel is permitted if an accommodation has been granted)

NO weapons of any kind

Applicants are expected to observe exam protocols and respectfully cooperate with staff administrating the exam. Engaging in any of the prohibited behaviors is a character and fitness violation and may result in a nullification of your scores. The following conduct is expressly prohibited.

Studying at the test site. No paper or electronic notes may be brought and/or accessed during the exam day at any time.

Using your laptop computer for any non-exam purpose, such as studying, reading emails, and/or accessing any internet site.

Removing laptop computer from exam room during the lunch break **Laptops must be left on your desk during breaks.**

Leaving the exam room or test site during a session except to use the restroom with permission of a proctor, or for a medical purpose.

Opening the exam materials before time is called.

Continuing to work after time is called.

Attempting to remove any of the exam materials from the room or attempting to record or reproduce any exam materials.

Copying or attempting to copy from another person.

Test Environment

The Committee works to provide appropriate testing conditions. However, issues related to heating/cooling, lighting, other users of the facility, or even other applicants may arise. **The Committee cannot guarantee a noise-free examination, including any disturbance by cell phones if an applicant fails to turn off a phone that has been locked.** Earplugs are not provided, however **applicants may bring their own silicone or foam earplugs.** Noise-canceling headphones are NOT permitted. Should applicants have concerns about testing conditions, they are encouraged to convey them to a proctor and ask that they be brought to the attention of court staff. The Committee will make every effort to resolve the situation.

Laptops

Please note that laptops must remain on desks during breaks. It is prohibited to access study material on laptops during the exam. You may bring an external keyboard or an external mouse. **You are strongly cautioned to complete all practice exams to test the exam software on your laptop. Failure to do so will delay your start-up or may result in your not being able to access the exam software.** No extra time will be allowed for any laptop issues. You will save your responses on your computer and upload them to the exam website after you leave the exam. The testing room will be equipped with electrical outlets. **BRING YOUR OWN POWER CORD.** Bluebooks will be provided if your laptop fails during the exam. Bring a blue or black ink pen. **I-Pads and Tablets are not permitted for use with the exam. Laptops are used on the first day of the exam only at the standard testing site. Accommodated testers should check their schedules regarding when laptops are needed.**

Bar Exam Standard Testing Content Schedule (Accommodated applicants are provided with a separate schedule)

The Uniform Bar Examination (UBE) is comprised of three parts:

Multistate Performance Test (MPT), comprised of two questions to be completed during the three-hour Tuesday morning session (it is suggested that you allot 90 minutes to each question);

Multistate Essay Examination (MEE), comprised of six questions to be completed during the three-hour Tuesday afternoon session (it is suggested that you allot 30 minutes to each question); and

Multistate Bar Examination (MBE) comprised 200 multiple-choice questions to be completed during the two three-hour sessions Wednesday.

The bar exam content is owned by NCBE and is a secure examination protected by U.S. copyright laws. Examinees may not remove or attempt to remove any original, duplicated, or recorded test materials, notes, or reconstructed test questions or answers from a testing room by any means. Examinees may not reproduce or disclose any MBE questions or answers by any means to any person or any public forum, including after the examination. This includes sharing the substance or details of any test question fact pattern, option choices, or answer, in whole or in part, by email, blogs, online social or professional networking sites, or any other means.

Results

Results will be issued to applicants individually via the applicant portal at: <https://admissions.dcappeals.gov> no later than November 15, 2025. Pursuant to D.C. App. Rule 46(c)(11), the list of successful candidates will also be posted to the COA website. The public posting will be 2-3 days after applicants are notified individually of their results.

MPRE

Please upload one of the following documents to your application if you have not already done so. Failure to do so may delay your certification review once you pass the exam.

1. Upload an unofficial copy of your MPRE score of 75 or higher,
OR
2. Complete and Upload a copy of the MPRE Declaration form *with the date that you requested that NCBE provide a score report to D.C.*
OR
3. If you have not yet taken the MPRE or have not earned a minimum score of 75, complete and upload the MPRE Declaration form.

We look forward to a positive exam experience for all examinees. Good luck!