

NextGen UBE July 2026 Supervisor's Manual

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At-a-Glance Checklist

Pre-Exam Readiness

Before exam day, confirm that all preparation activities are complete and aligned:

- All examinees are marked eligible to sit in the Jurisdiction Portal.
- All examinees have reached “Requirements Met” status (Candidate Portal completion).
- Testing locations are configured and capacity is confirmed.
- All examinees are assigned to testing locations and rooms.
- Duplicate records and PII conflicts have been resolved.
- Accommodations are approved and fully implemented (rooming, timing, materials).
- Staff roles are assigned and trained (room leads, proctors, technical proctors).
- All staff have system access (Jurisdiction Portal, Exam Day Portal).
- Test security procedures are reviewed and understood.
- Exam schedule (standard and accommodated) is confirmed and communicated.

Exam-Day Administration

During the exam, focus on consistency, control, and timely response to issues:

- Check-in is controlled and verified:
 - ID is confirmed, devices and power cords are present.
 - Prohibited items are secured.
- All examinees are
 - seated in assigned locations;
 - connected to Wi-Fi; and
 - logged in to the secure browser.
- All examinees reach “Waiting for Proctor Approval” before launch.
- Counts match between physical room and system before starting.
- Exam is launched on schedule and consistently across the room.
- During testing:
 - Room remains quiet, orderly, and actively monitored.
 - Technical issues are routed to technical proctor.
 - Patterns or system-wide issues are escalated immediately.

- Irregularities are documented clearly.
- Breaks are monitored and security procedures are followed.
- At section end:
 - 10-minute warning is provided.
 - All examinees reach “Section Submitted” before dismissal.
 - Dismissal is controlled and orderly.

Post-Exam Follow-Through

After testing, ensure all documentation and scoring processes are completed accurately:

- Attendance is confirmed (present, absent, incomplete).
- All irregularities are documented and submitted.
- All required administrative forms are completed.
- Grading responsibilities are initiated and tracked (if applicable).
- All scoring data are submitted through the grading platform.
- NCBE completes
 - equating, scaling, and score calculation; and
 - quality assurance checks.
- Jurisdiction responsibilities:
 - Receive and review score reports.
 - Apply passing standards and make admission decisions.
 - Communicate results to candidates clearly and on schedule.
- Score portability policies are applied as defined by the jurisdiction.

1. Introduction and Purpose

Purpose of This Manual

This manual is designed to support jurisdictions in the successful administration of the NextGen Uniform Bar Examination (NextGen UBE) during the July 2026 administration.

It provides a comprehensive guide to the NextGen UBE—from understanding the structure and design of the exam to preparing for administration, executing exam-day operations, and completing post-exam processes, including grading and score reporting.

The goal of this manual is straightforward: to ensure that every NextGen UBE administration is delivered in a manner that is consistent, secure, and operationally sound, while also being clear and manageable for the teams responsible for administering the exam.

Intended Audience

This manual is intended for all jurisdiction personnel involved in the administration of the NextGen UBE, including

- jurisdiction administrators;
- test center supervisors and room leads;
- proctors and technical proctors; and
- NCBE site leads and supporting staff.

Different sections of this manual are designed for different roles. Some sections provide high-level context and policy expectations, while others provide detailed, step-by-step operational guidance for use before, during, and after exam day.

How to Use This Manual

This manual is structured to support multiple uses:

- **Understanding the NextGen UBE**
For those seeking a clear, high-level overview of the exam, including its structure, content, and scoring model.

- **Preparing for Administration**
For jurisdiction teams responsible for completing required setup activities and ensuring examinees and test sites are ready for exam day.
- **Administering the Exam**
For supervisors and proctors responsible for running the exam in real time. These sections are organized chronologically and are designed to support decision-making during the administration.
- **Post-Exam Follow-Through**
For jurisdiction staff completing required post-exam administrative processes, including reporting, grading, and score release.

A Note on Operational Use

While this manual contains comprehensive information about the NextGen UBE, not all sections are intended to be used in real time.



On exam day, supervisors and staff should rely primarily on the **Exam-Day Administration** section and related operational guidance. These sections are designed to reflect how the exam is actually delivered and to support clear, confident decision-making in the moment.

Guiding Principles

The NextGen UBE is designed to be administered consistently across jurisdictions while supporting the needs of examinees and administrators.

Accordingly, this manual is grounded in the following principles:

- **Consistency**
Administration procedures are standardized to support fairness and score comparability across jurisdictions.
- **Clarity**
Roles, responsibilities, and processes are defined to minimize ambiguity during preparation and administration.
- **Security**
All procedures are designed to protect the integrity of exam content and examinee performance.

- **Operational Practicality**

Guidance reflects real-world administration conditions and is designed to support teams working in dynamic environments.

2. Understanding the NextGen UBE

Overview of the NextGen UBE

The NextGen UBE is a summative assessment administered following completion of legal education and prior to licensure as a practicing attorney. It is designed to evaluate the knowledge and skills required for entry-level legal practice.

The NextGen UBE builds on the foundation of the legacy Uniform Bar Examination (UBE) while reflecting an evolution in how legal competence is assessed. In particular, the NextGen UBE places greater emphasis on the integration of legal knowledge and lawyering skills, assessing not only what examinees know, but how effectively they apply that knowledge in realistic legal contexts.

As with the legacy UBE, the NextGen UBE is administered in a standardized manner across participating jurisdictions. This standardization supports the production of valid, reliable, and comparable scores, while jurisdictions retain authority over admission decisions, including setting passing standards and determining whether to accept transferred scores.

Exam Structure

The NextGen UBE is delivered across three sections, administered over multiple sessions.

Each section includes a combination of

- **Selected-response questions** (single-select and multi-select multiple-choice); and
- **Constructed-response tasks** (integrated question sets and performance tasks).

Unlike the legacy UBE, where different question types were administered as separate exam components (i.e., MBE, MEE, MPT), the NextGen UBE integrates all question types within each section. This integrated structure is designed to better reflect how legal tasks are performed in practice, where multiple skills are often used together.

Each section is timed, and all examinees are required to complete the full exam in a single administration within a single jurisdiction. Scores are not earned or combined across multiple administrations.



[Download the NextGen Content Scope Outline for full details. \[PDF\]](#)

Content and Blueprint

The NextGen UBE assesses both

- foundational legal knowledge; and
- foundational lawyering skills.

Foundational Legal Knowledge

The exam tests the following core areas of doctrinal law that are fundamental to entry-level legal practice:

- Business Associations and Relationships
- Civil Procedure
- Constitutional Law
- Contracts
- Criminal Law and Constitutional Protections of Accused Persons
- Evidence
- Real Property
- Torts

These areas provide the substantive legal framework within which examinees are asked to analyze problems and make decisions.

Foundational Lawyering Skills

In addition to doctrinal knowledge, the NextGen UBE assesses a range of skills essential to legal practice, including:

- Issue spotting and legal analysis
- Investigation and evaluation of facts
- Client counseling and advising

- Legal research and interpretation of provided materials
- Legal writing and drafting

These skills are assessed through tasks that require examinees to apply legal principles to realistic scenarios.

Use of Provided Resources

Some questions include legal resources such as statutes, regulations, or case law. In these instances, examinees are expected to work with the provided materials rather than rely solely on memorized knowledge. This reflects the way legal work is performed in practice and allows the exam to assess how examinees interpret and use legal authorities.



[Download the NextGen UBE Blueprint for full details. \[PDF\]](#)

Administration Model

The NextGen UBE is administered in person using a digital delivery platform. Examinees complete the exam on their own devices using a secure browser. The administration is supported by a coordinated team that includes room leads, proctors, technical proctors, and NCBE site leads.

This delivery model is designed to balance

- **standardization**, ensuring that testing conditions are consistent across jurisdictions;
- **flexibility**, allowing jurisdictions to manage local logistics such as test sites and staffing; and
- **operational visibility**, enabling real-time monitoring of exam progress and issue resolution.

Because the exam is delivered digitally, certain operational elements differ from the legacy exam, including

- real-time system monitoring;
- device and connectivity troubleshooting; and
- digital capture and transmission of responses.

These elements are addressed in detail in later sections of this manual.

Scoring and Score Services

The NextGen UBE uses a centralized scoring model designed to ensure consistency and comparability across jurisdictions.

Scoring Model

- Selected-response questions are scored centrally.
- Constructed responses are graded using standardized rubrics and calibrated grading processes.
- Responses are evaluated by trained graders, with processes in place to support consistency and resolve discrepancies.

All scoring data are submitted through a centralized digital grading platform.

Score Calculation

NCBE performs

- **equating**, to ensure comparability across administrations;
- **scaling**, to place scores on a common scale; and
- **score calculation**, combining performance across all components of the exam.

This centralized approach ensures that scores earned in different jurisdictions and at different administrations are directly comparable.

Score Reporting

NCBE is responsible for reporting official scores to jurisdictions. Jurisdictions then use those scores in accordance with their own admission policies, including

- establishing passing standards;
- determining admission outcomes; and
- deciding whether to accept transferred scores.

Score Portability

The NextGen UBE supports score portability, meaning that examinees may transfer their scores between jurisdictions, subject to each jurisdiction's policies. This framework is intended to support mobility while preserving jurisdictional autonomy.

Additional detail regarding grading processes, score reporting timelines, and score use is provided in later sections of this manual.

3. Roles and Responsibilities

The administration of the NextGen UBE is supported by a coordinated team with clearly defined roles. Each role is designed to ensure that exam operations run smoothly, technical issues are addressed efficiently, and testing conditions remain consistent and secure.

Clear delineation of responsibilities is critical. On exam day, staff should not need to determine who is responsible for a given task—ownership should be understood in advance, and escalation should occur quickly when needed.

Core Roles

Jurisdiction Administrator

Jurisdiction administrators are responsible for the overall administration of the NextGen UBE within their jurisdiction. This includes coordinating with NCBE, ensuring compliance with the NextGen UBE Conditions of Use, and overseeing all operational aspects of the exam.

Jurisdiction administrators are responsible for

- confirming examinee eligibility and submitting Eligible to Sit rosters through the Jurisdiction Portal;
- establishing testing locations and ensuring that facilities meet required security and operational standards, including access to electricity and wireless internet;
- recruiting, training, and supervising test center personnel, including test center supervisors, room leads, proctors, and any accommodations support staff;
- ensuring that examinees complete required pre-exam steps, including creation of an NCBE Account, acceptance of the Candidate Agreement, payment of the technology fee, download of the secure testing browser, and completion of the exam tutorial;
- coordinating with NCBE and ITS regarding wireless availability and access to electricity, accommodations, and operational questions; and
- ensuring that all irregularities, incidents, and attendance information are accurately reported through the Jurisdiction Portal.

Jurisdiction administrators maintain ultimate responsibility for ensuring that the exam is administered in accordance with NCBE policies and procedures.

Test Center Supervisors

The test center supervisor is the senior on-site authority responsible for the secure and orderly administration of the exam at a testing location. In some cases, the test center supervisor is the same person as the jurisdiction administrator.

Test center supervisors are responsible for

- ensuring that testing rooms meet required security and environmental standards;
- supervising room leads and proctors during exam administration;
- confirming that all exam sessions are launched and monitored through the Exam Day Portal;
- ensuring that standardized procedures are followed during examinee check-in, exam launch, and dismissal;
- addressing testing disruptions, irregularities, and security concerns;
- ensuring that any paper or braille accommodation materials are handled in accordance with NCBE procedures; and
- completing and submitting required irregularity reports and attendance confirmations after the exam.

Although certain operational duties may be delegated to room leads or proctors, the test center supervisor is responsible for ensuring that all exam procedures are followed and that exam security is maintained throughout the administration.

Room Lead

Room leads oversee the administration of the exam within a specific testing room.

Room leads are responsible for

- managing examinee check-in within the testing room;
- verifying attendance and seating assignments;
- launching and monitoring exam sessions in the Exam Day Portal;

- announcing the session number and administering standardized instructions to examinees;
- monitoring examinee behavior and ensuring adherence to testing rules; and
- reporting any irregularities, disruptions, or technical issues to the test center supervisor.

Room leads serve as the primary operational contact for proctors and examinees within the testing room.

Proctor

Proctors are responsible for maintaining the testing environment and supporting examinees during the exam.

Proctors are responsible for

- monitoring examinees throughout the administration;
- enforcing testing rules and ensure compliance with exam policies;
- managing seating and movement within the room;
- responding to non-technical examinee needs (e.g., restroom requests, general questions);
- observing and reporting any irregularities or concerning behavior; and
- assisting with check-in, dismissal, and general room logistics.

Proctors do not troubleshoot technical issues, but instead identify and route those issues to the technical proctor.

Technical Proctor

The ITS-certified technical proctor is responsible for all technical support during the administration.

The technical proctor

- assists examinees with log-in, connectivity, and device issues;
- troubleshoots problems related to the secure browser and exam platform;
- reboots devices, supports relaunch, and facilitates use of backup devices as needed;

- identifies patterns of technical issues that may indicate a broader problem; and
- escalates unresolved or systemic issues to the room lead.

The technical proctor is the sole role responsible for hands-on technical troubleshooting during the exam.

NCBE Site Lead

The NCBE site lead supports the administration across testing rooms and ensures alignment with NCBE policies and procedures.

The NCBE site lead

- provides guidance on policy-related questions and decisions;
- supports consistent administration across rooms and locations;
- coordinates with NCBE and technical support teams;
- receives and manages escalated issues from room leads; and
- facilitates communication during significant or system-wide events.

The NCBE site lead serves as the primary escalation point for room leads and ensures that decisions align with NCBE standards.

Decision-Making Authority

Decision-making during the administration follows a clear structure:

- **Technical proctor:** responsible for technical troubleshooting decisions at the examinee level.
- **Room lead:** responsible for decisions within the testing room.
- **Test center supervisor:** responsible for any site-wide decisions (e.g., managing fire alarms) and all room lead escalations.
- **NCBE site lead:** responsible for policy decisions and escalated issues.

When an issue arises, it should be addressed at the lowest appropriate level. If the issue cannot be resolved or has broader implications, it should be escalated promptly.

Staff should avoid duplicating efforts or independently resolving issues outside their assigned role. Clear adherence to role boundaries supports both efficiency and consistency.

Escalation Expectations

Timely escalation is essential to maintaining a smooth and secure administration.

Issues should be escalated when

- a technical issue cannot be resolved quickly at the examinee level;
- multiple examinees are experiencing similar technical issues;
- there is uncertainty regarding how to apply a policy;
- an irregularity may impact exam integrity or examinee performance; or
- a situation requires coordination beyond a single room.

Escalation follows this general pathway:

- Proctor → Room lead
- Technical proctor → Room lead
- Room lead → NCBE site lead

The NCBE site lead will coordinate with NCBE and technical support teams as needed.

When escalating an issue, staff should be prepared to provide

- a clear description of the issue;
- the number of examinees impacted;
- the steps already taken to resolve the issue; and
- the current status of the situation.



[Download the July 2026 Escalation Communication Plan for full details. \[PDF\]](#)

Coordination Across Roles

Effective administration depends on strong coordination across roles:

- Proctors and technical proctors should communicate actively with the room lead.
- The room lead should maintain awareness of both examinee behavior and system status.
- The NCBE site lead should be engaged early when issues have the potential to expand beyond a single room.

Each role is distinct, but the team operates as a coordinated unit. Clear communication and adherence to defined responsibilities ensure that issues are resolved efficiently while maintaining consistent testing conditions.

4. Preparing for the Administration

Successful administration of the NextGen UBE depends on work completed well in advance of exam day. This preparation ensures that examinees are eligible and ready to test, testing locations are properly configured, and all systems and personnel are aligned.

Preparation activities are managed primarily through the NextGen UBE Jurisdiction Portal (available through the NCBE Secure Site) and are closely tied to examinee actions in the NextGen UBE Candidate Portal (available through examinees' NCBE Accounts). Together, these systems establish the conditions required for a smooth and secure administration.

This section outlines

- what jurisdictions must complete prior to exam day;
- how to use the Jurisdiction Portal to manage exam setup;
- what candidate readiness means operationally; and
- additional preparation related to accommodations, security, and staffing.

Jurisdiction Preparation Overview

Before exam day, jurisdictions are responsible for ensuring that

- all examinees are bona fide candidates and have been deemed eligible to sit;
- all examinees have completed NCBE pre-exam requirements;
- each examinee is assigned to a testing location;
- approved accommodations are reflected in the Jurisdiction Portal;
- testing locations are properly configured to support digital delivery; and
- all personnel have been assigned roles and are prepared to execute them.

These activities are interdependent. Delays or gaps in preparation—particularly related to eligibility, candidate readiness, or location assignment—can directly impact exam day operations.

Using the Jurisdiction Portal

The Jurisdiction Portal is the primary system used by jurisdictions to manage exam administration.

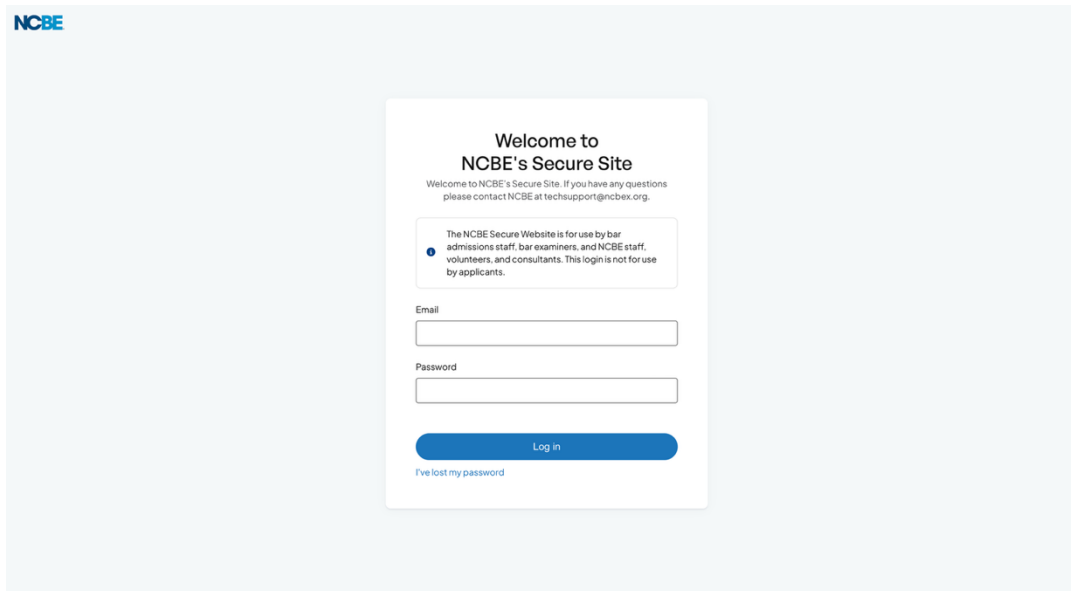
Through the portal, jurisdictions

- upload and manage candidate rosters;
- configure testing locations;
- monitor candidate progress toward readiness;
- resolve data conflicts and registration issues;
- assign candidates to locations;
- review and manage accommodations; and
- track attendance and irregularities during and after the exam.

The steps below outline the core workflows required prior to administration.

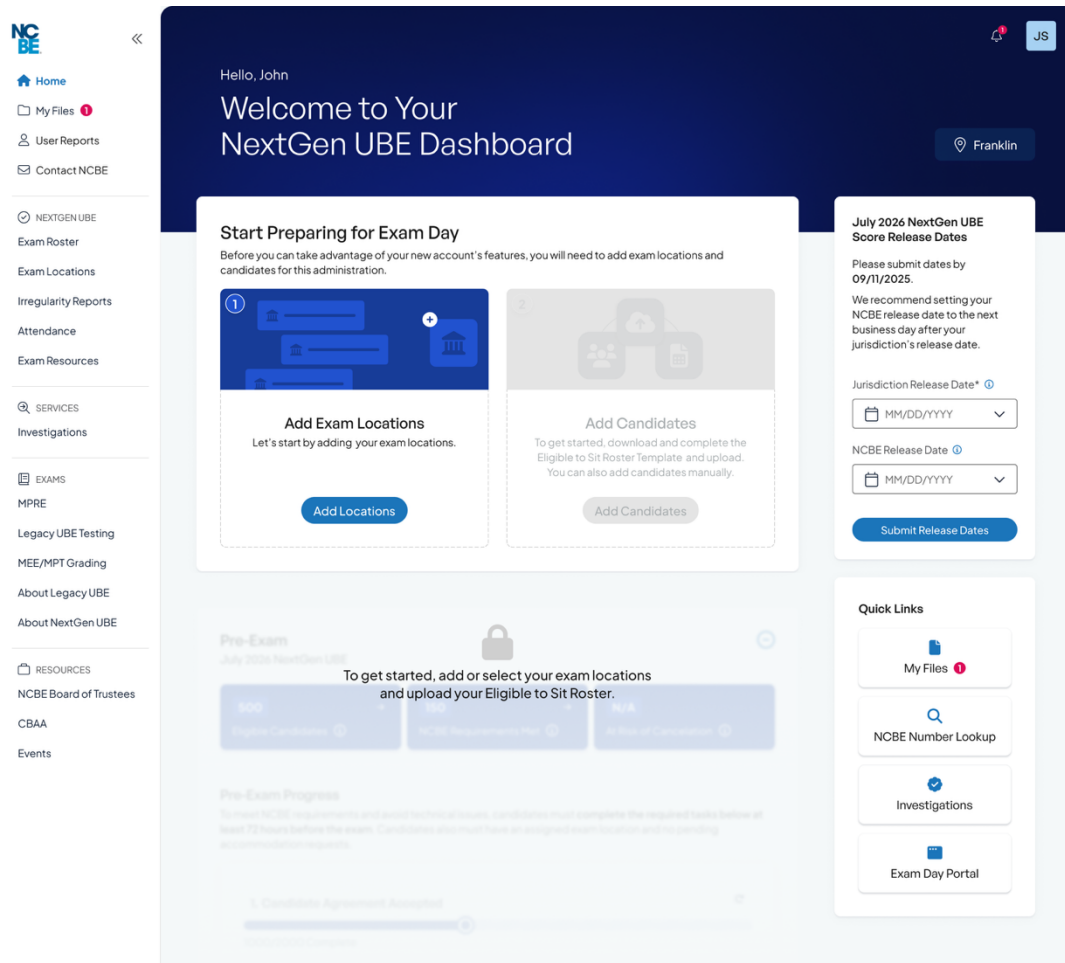
Accessing the Jurisdiction Portal

1. Log in to the NCBE Secure Site using your existing credentials.



The screenshot shows the NCBE logo in the top left corner. The main content area is a white box with a light blue background. It features the heading "Welcome to NCBE's Secure Site" followed by a small note: "Welcome to NCBE's Secure Site. If you have any questions please contact NCBE at techsupport@ncbe.org." Below this is a box containing a blue circular icon with a white exclamation mark and the text: "The NCBE Secure Website is for use by bar admissions staff, bar examiners, and NCBE staff, volunteers, and consultants. This login is not for use by applicants." Underneath is a form with two input fields labeled "Email" and "Password". At the bottom of the form is a blue "Log in" button and a link that says "I've lost my password".

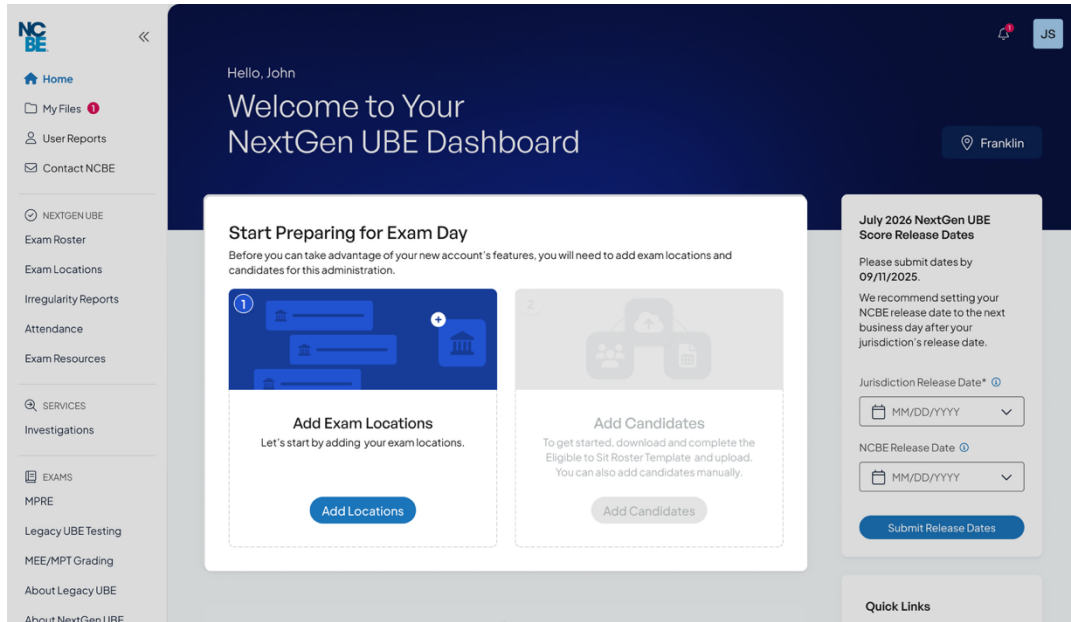
2. You will immediately navigate to your NextGen dashboard.



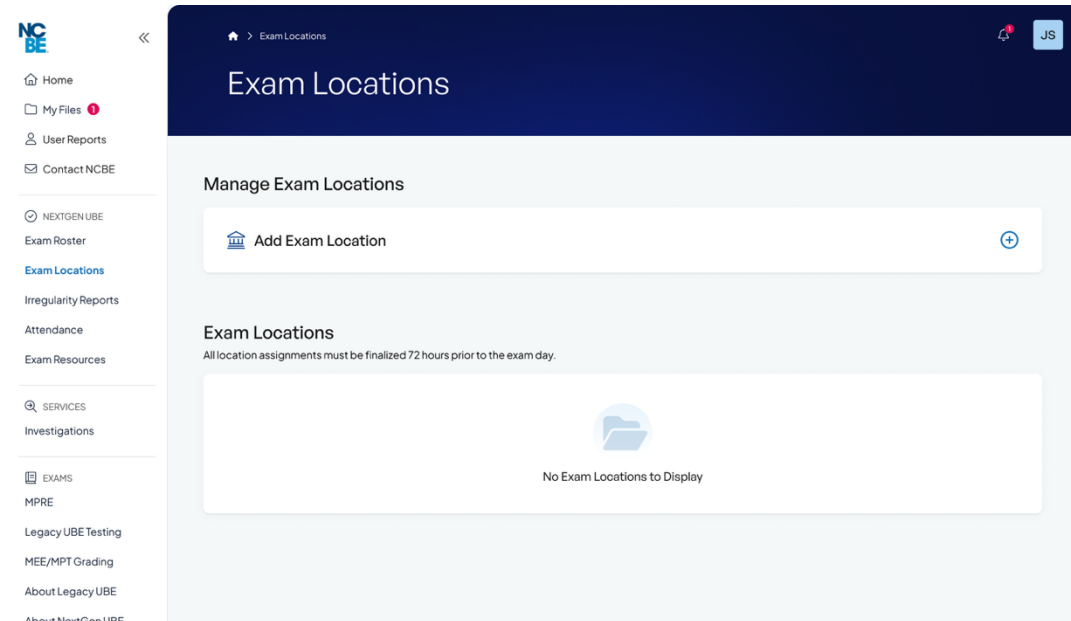
Important: Access should be granted in advance to all personnel responsible for roster management, accommodations, and exam administration. Access decisions are the responsibility of the jurisdiction administrator, who should coordinate with NCBE on permissions for their staff.

Entering Exam Locations

1. Navigate to the Exam Locations section of the portal.



2. Add a new testing location or confirm existing locations.



- For each location, enter required details, including location name, address, and room configurations (if applicable).

The screenshot shows the 'Add Exam Location' form within the 'Exam Locations' section of the NextGen UBE system. The form is titled 'Add Exam Location' and includes a sub-header 'To add a new location, fill out the information below, then select "Add Location".' The form fields are as follows:

- Location Name 1***: A text input field. Below it, a note states: 'Location Name 1 can be used to identify a specific building when necessary. It appears in the Exam Roster.'
- Location Name 2**: A text input field. Below it, a note states: 'Location Name 2 can be used to further specify a location such as a university or business name.'
- Address Line 1***: A text input field.
- Address Line 2**: A text input field.
- City***: A text input field.
- Jurisdiction***: A dropdown menu with 'Select Jurisdiction' as the current selection.
- Zip code***: A text input field.
- Add Room Assignments**: A section with the instruction 'When adding rooms, you do not need to include "Room" in the title.' It includes a 'Room Assignment' text input field and a trash icon. Below the field, an example is provided: '(example: 101A or Ballroom C)'. A blue link 'Add Room Assignment +' is at the bottom right of this section.

- Save and verify the location information.

The screenshot shows the 'Exam Locations' list within the 'Exam Locations' section of the NextGen UBE system. The list is titled 'Exam Locations' and includes a sub-header 'All location assignments must be finalized 72 hours prior to the exam day.' The list contains two entries:

Location Name	Address	Rooms	Candidates	Accommodated
Franklin Convention Center	1234 Main Street Springfield, FK 12345	2	74	N/A
Franklin University School of Law	10002 Farm Lane Springfield, FK 67890	4	175	5
		Room: 235	Candidates: 41	Accommodated: 3
		Room: 240	Candidates: 49	Accommodated: 0
		Room: 248	Candidates: 49	Accommodated: 0
		Room: 287	Candidates: 36	Accommodated: 2

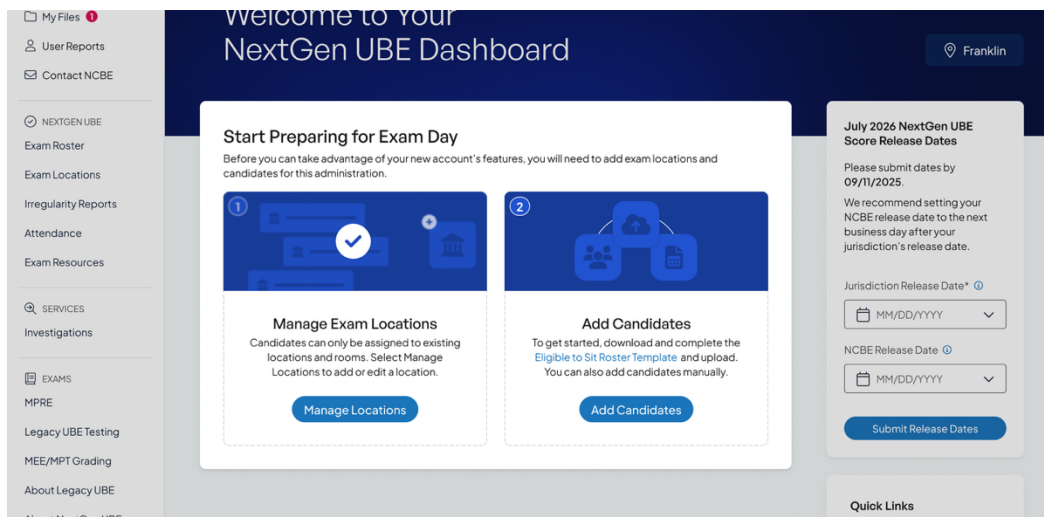
Each entry has a 'View Room Distribution' link (with a dropdown arrow) and a 'Hide Room Distribution' link (with an upward arrow).



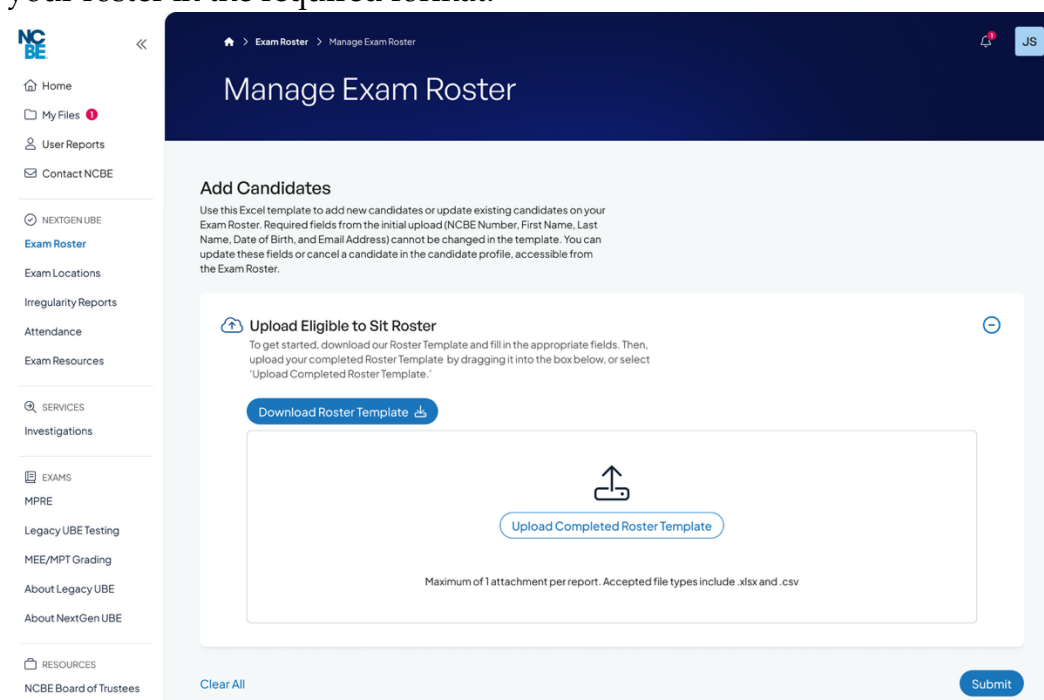
Note: Locations must be configured before candidates can be assigned.

Uploading Eligible to Sit Rosters

1. Navigate to the Exam Roster section.



2. Select Add Candidates and then select Upload Eligible to Sit Roster. Upload your roster in the required format.



3. Confirm that each candidate record includes

- NCBE Number;
- first name;
- last name;
- date of birth; and
- email address.

Internal Use Only	NCBE Number	Applicant Number	Seat Number	Last Name	First Name	Middle Name	Suffix	DOB	SSN	Phone	Email	Location Name	Room Assignment	Accommodation	Specialty Test Materials	Status
1	1345678	12345		Allen	Acadia		Scott	09/07/1989	17044081	205-630-3814	acadia.allen71@outlook.com					
2	17460907	32654		Aves	Nicolas		John	12/03/1974	800124304	711-490-9006	a.aves@gmail.com					
3	23456781	12495		Barrios	Breake		Anna	02/14/1971	423859565	924-911-4333	breake.barrios@mail.com					
4	24545978	35648		Broderick	Philip		Ross	05/04/1982	618334357	229-962-1712	philip.broderick@yahoo.com					
5	32651492	32659		Byers	Sydney		Marie	12/06/1989	180657934	422-154-7355	sydneybyers@mail.com					
6	24530892	32665		Carter	Chris		Lee	01/06/1980	767543116	829-735-3625	carterchris@gmail.com					
7	34505782	23656		Carver	Angelia		Grace	04/02/1975	766606976	964-877-4628	angelia.carver@icloud.com					
8	02182645	23265		Doe	Jess		Ross	06/07/1974	990335319	554-729-4213	j.doe@gmail.com					
9	39845957	03124		Driscoll	Dennis		Ray	05/10/2000	144786540	564-207-4673	driscoll.dennis@gmail.com					
10	26349967	07896		Egan	Samantha		David	06/18/1994	511861992	509-430-5563	s.egan@gmail.com					
11	23456912	02089		Favre	Chris		David	11/25/1973	345277468	487-729-2448	jess.favre@outlook.com					
12	95984235	39784		Fogarty	Christian		Michael	06/27/1996	144129746	842-935-4155	christianfogarty@mail.com					
13	30745982	45067		Gambino	Harry		Anne	12/04/1985	81748325	675-962-1824	h.gambino@gmail.com					
14	42579819	96632		Graham	Jane		John	06/05/1971	518857774	968-421-2928	grahamjane@gmail.com					
15	80954751	98554		Hassani	Wassam		Anna	05/04/1971	796883367	713-566-4017	whassam@yahoo.com					
16	89953264	75122		Hickman	Shawn		Elizabeth	03/10/1974	557134972	530-415-5053	s.hickman@outlook.com					
17	36475889	24569		Ianelli	Gina		Marie	05/23/1979	579736457	486-774-7020	gina.ianelli@mail.com					
18	54894867	38029		Jager	Nikolai		Marie	06/08/1989	125094022	815-544-3608	nicholasjager@outlook.com					
19	85647256	12325		Jones	Jeremy		Elizabeth	09/01/1992	589583224	100-733-9039	jeremy.jones@mail.com					
20	76452188	45678		Kerning	Asian		Elizabeth	01/02/1987	996233318	340-557-8508	kerningasian@yahoo.com					
21	23073919	81783		Bennett	Olivia		Olivia	10/07/1997	52084322	283-829-8753	olivia.bennett@gmail.com					
22	67390467	11175		Brooks	Lucas		Elizabeth	06/13/1983	480017052	209-188-3154	lucas.brooks@outlook.com					
23	20985939	82090		Bailey	Michael		Michael	02/28/1990	951443143	545-474-2552	isaiahbailey@gmail.com					
24	78710461	64804		Rend	Amelia		Marie	12/06/1991	805551219	552-415-9058	amelia.rend4@gmail.com					
25	94809209	85307		Gray	Harper		Lee	04/04/1985	183303026	141-141-3134	harper@icloud.com					
26	87832218	68786		Coleman	James		Lee	04/08/1981	185664842	851-421-5580	jamescoleman@gmail.com					
27	21554798	94820		Howard	Mia		Lynn	10/07/1982	505726907	155-879-9206	mia.howard908@yahoo.com					
28	13303544	75515		Cooper	Noah		Anna	02/23/1982	127763181	789-900-3231	ncooper@outlook.com					
29	43234300	62153		Ward	Harper		Lynn	08/13/1973	307991633	977-187-2795	wardharper@gmail.com					
30	47299098	27847		Jamison	Sophia			06/28/1982	970799169	224-602-5716	sophia.jamison@icloud.com					
31	40970943	25971		Coleman	Noah		Michael	07/17/1999	170347488	914-269-4632	colemannoah@mail.com					
32	34473646	44638		Bailey	Liam		Lynn	12/04/1993	270475253	953-458-5132	liam27@yahoo.com					
33	50843185	77566		Howard	Mia		Lee	06/05/1972	97277482	431-728-5655	mia.howard2@gmail.com					
34	62664205	62175		Ward	Sophia		Scott	06/15/1998	639232395	587-247-5384	sophia.ward@gmail.com					
35	38019729	67753		Rend	Olivia		James	05/11/1972	761281340	161-513-5306	olivia23@outlook.com					
36	37543491	79339		Cooper	Noah		Lynn	09/09/1993	499718562	618-343-6227	noahcooper@yahoo.com					
37	79578948	58864		Foster	Noah		Anna	11/22/1998	512217738	137-350-2863	noah79@yahoo.com					
38	95421789	39034		Howard	Amelia		Grace	12/22/1987	829800793	265-751-5517	amelia38@icloud.com					
39	57727796	13798		Turner	Amelia		Michael	09/08/1978	950538339	431-485-2764	aturner@icloud.com					
40	56911734	57783		Coleman	Emma		Marie	10/28/1976	954910041	953-379-3885	colemanemma@mail.com					
41	91907998	10550		Brooks	Harper		David	10/21/1973	586446482	643-149-4884	brooksharper@outlook.com					
42	71614468	33399		Ward	Amelia		David	10/04/1987	170015651	688-430-2713	amelia.ward2@gmail.com					
43	31321398	32282		Rend	Liam		Lee	06/03/1999	893338917	648-744-7439	liam28@icloud.com					
44	98217598	50908		Rend	Isabella		Scott	08/22/1979	523447517	916-480-5307	isabella28@outlook.com					
45	46228816	35533		Jamison	James		Grace	07/18/1975	486810983	477-665-3205	james.jamison@mail.com					

4. Review your upload results and resolve any flagged errors.

Manage Exam Roster

✓ Candidates with no errors have successfully been added to your exam roster.

Roster Errors Found: 5

Next Steps:

1. Download the Error Roster
2. Correct all candidate errors and SAVE
3. Upload your updated Error Roster

[Download Error Roster](#)

Add Candidates

Use this Excel template to add new candidates or update existing candidates on your Exam Roster. Required fields from the initial upload (NCBE Number, First Name, Last Name, Date of Birth, and Email Address) cannot be changed in the template. You can update these fields or cancel a candidate in the candidate profile, accessible from the Exam Roster.

Upload Eligible to Sit Roster

To get started, download our Roster Template and fill in the appropriate fields. Then, upload your completed Roster Template by dragging it into the box below, or select "Upload Completed Roster Template."



Important: Only candidates included on the roster will be able to proceed toward completing the NCBE requirements.

Reviewing Candidate Records

1. Navigate to the Exam Roster section to review the list of candidates.

- Home
- My Files 1
- User Reports
- Contact NCBE
- NEXTGEN UBE
 - Exam Roster**
 - Exam Locations
 - Irregularity Reports
 - Attendance
 - Exam Resources
- SERVICES
 - Investigations
- EXAMS
 - MPRE
 - Legacy UBE Testing
 - MEE/MPT Grading
 - About Legacy UBE
 - About NextGen UBE
- RESOURCES
 - NCBE Board of Trustees
 - CBAA
 - Events

Exam Roster

July 2026 NextGen UBE

[Download Roster Template](#)
[Add Candidates](#)

Eligible Candidates 500

Needs Location Assignment 50

Pending Accommodations 10

At Risk of Cancellation

Search

All Categories

Filter

Manage Columns 10

Export

Alerts	NCBE #	Applicant #	Last Name	First Name	Exam Admin Status	Exam Location	Pending Accom.	App
	12345678	12345	Alden	Acadia	Steps Not Started	Unassigned	UEB Braille	
	87468957	32654	Ares	Nicolas	Tech Fee Paid	School of Law		255
	23456781	12495	Batiste	Brooke	Tech Fee Paid	Convention Cent...		Dra
	26455978	95648	Broderick	Philip	Secure Browser Dow...	Unassigned	Daily Time Limit, Sp...	Pa
	32651492	32659	Byers	Sydney	At Risk of Cancellation	Unassigned	Screen Reader	
	25435892	32645	Canver	Chris	Steps Not Started	Convention Cent...		
	34659782	23656	Carven	Angellina	Tech Fee Paid	Unassigned		
	02192645	23265	Doe	Jess	Canceled	Convention Cent...		
	39842567	03124	Driscoll	Donna	Candidate Agreeemen...	Convention Cent...		
	26345967	07896	Eagan	Samantha	Tech Fee Paid	School of Law		
	23465912	03269	Fauscette	Jess	Candidate Agreeemen...	Unassigned	Paper: 24 pt font	
	95684235	39784	Fogarty	Christian	Secure Browser Dow...	Convention Cent...		
	36745982	45567	Gambino	Harry	NCBE Requirements...	Unassigned		
	42579615	96632	Grahm	Jane	Canceled	Convention Cent...		
	86954751	98554	Hassani	Waseem	Secure Browser Dow...	Unassigned		
	89653264	75122	Hitchens	Shawn	Tech Fee Paid	Convention Cent...		Pa
	36475869	24569	Ianelli	Gina	Secure Browser Dow...	School of Law		UEI
	34695867	36529	Jasper	Richard	Steps Not Started	Convention Cent...		
	85647256	12325	Jones	Jeremy	Tech Fee Paid	Convention Cent...		
	78452198	45678	Kerning	Assan	NCBE Requirements...	Convention Cent...		

500 items
Show
50

1 2 3 ... 5 >

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2. Review individual candidate records for completeness.

The screenshot displays the NCBE Exam Roster interface. On the left is a sidebar with navigation options: Home, My Files, User Reports, Contact NCBE, NEXTGEN UBE (with a sub-link for Exam Roster), Exam Locations, Irregularity Reports, Attendance, Exam Resources, SERVICES, Investigations, EXAMS (with sub-links for MPRE, Legacy UBE Testing, MEE/MPT Grading, About Legacy UBE, and About NextGen UBE), RESOURCES (with sub-links for NCBE Board of Trustees, CBAA, and Events), and a search bar.

The main content area is titled "Exam Roster" and "July 2026 NextGen UBE". It shows a table of candidates with columns for Alerts, NCBE #, Applicant #, Last Name, and First Name. The table lists 500 eligible candidates. Below the table, there are filters for "Eligible Candidates" (500) and "Needs Location Assignment".

On the right, a detailed view for candidate "Nicolas G. Ares" is shown. It includes tabs for "Current Administration", "Personal Information", and "Cancel Candidate". The "Current Administration" tab is active, showing the "Exam Location" (Franklin University School of Law, 10002 Farm Lane, Springfield, FK 67890, Room: 295, Seat: 3A) and "Exam Platform Accommodations" (25% Extended Time, Approved). The "Exam Admin Status" section shows a progress bar for "Pre-Exam" (In Progress) and "Exam Day" (Not Started).

Alerts	NCBE #	Applicant #	Last Name	First Name
	12345678	12345	Alden	Acad
	87468957	32654	Ares	Nico
	23456781	12495	Batiste	Bro
	26455978	95648	Broderick	Phill
	32651492	32659	Byers	Sydr
	25435892	32645	Canver	Chris
	34659782	23656	Carven	Ang
	02192645	23265	Doe	Jess
	39842567	03124	Driscoll	Don
	26345967	07896	Eagan	Sam
	23465912	03269	Fauscette	Jess
	95684235	39784	Fogarty	Chris
	36745982	45567	Gambino	Harr
	42579615	96632	Graham	Jane
	86954751	98554	Hassani	Was
	89653264	75122	Hitchens	Shav
	36475869	24569	Ianelli	Gina
	34695867	36529	Jasper	Rich
	85647256	12325	Jones	Jerem
	78452198	45678	Kerning	Assa

Resolving Duplicate Registrations

If a candidate is on more than one jurisdiction's Eligible to Sit roster:

- They are prevented from advancing in the Candidate Portal and told to contact the jurisdictions for assistance in selecting a single jurisdiction.
- Each jurisdiction involved will receive an email and notification in the Jurisdiction Portal alerting them that a candidate is on more than one roster. The jurisdictions involved will need to communicate with each other and the candidate until a single jurisdiction is selected.

- The jurisdiction the candidate does not select must cancel the candidate in their Jurisdiction Portal before the candidate can proceed with their pre-exam steps in the accepted jurisdiction.

Resolving PII Conflicts

If a discrepancy is identified in an examinee's first name, last name, or date of birth, the examinee will be notified when they log in to their NCBE Account. They will be asked to either confirm the jurisdiction-provided information or contact the jurisdiction to request an update.

Any corrections must be made by the jurisdiction in the NextGen Jurisdiction Portal. Jurisdiction administrators will also be notified of the discrepancy.

The examinee will not be able to complete required NCBE pre-exam steps until the issue is resolved.

Assigning Individual Candidates to Locations

There are two methods to assign candidates to locations:

1. Individually via the candidate record

Select a candidate from the exam roster, select the edit button in the Exam Location section, and select a location from the drop-down menu to assign the candidate to that location.

The screenshot shows the NCBE NextGen UBE Exam Roster interface. On the left is a sidebar with navigation links: Home, My Files, User Reports, Contact NCBE, NEXTGEN UBE, Exam Roster, Exam Locations, Irregularity Reports, Attendance, Exam Resources, SERVICES, Investigations, EXAMS, MPRE, Legacy UBE Testing, MEE/MPT Grading, About Legacy UBE, About NextGen UBE, RESOURCES, and NCBE Board of Trustees. The main content area is titled 'Exam Roster' and shows 'July 2026 NextGen UBE' with 500 eligible candidates. A table lists candidates with columns for Alerts, NCBE #, Applicant #, Last Name, and First Name. The candidate 'Sydney Byers' is highlighted. To the right, a modal window titled 'Sydney Byers' is open, showing tabs for 'Current Administration', 'Personal Information', and 'Cancel Candidate'. The 'Current Administration' tab is active, displaying the 'Exam Location' section. It states 'All location assignments must be finalized 72 hours prior to the exam day.' Below this, there is an 'Unassigned' status with a red exclamation mark and the text 'Jurisdiction action required'. The 'Assign Exam Location' section includes instructions: 'Candidates can only be assigned to existing exam locations and rooms. Go to the Exam Locations page to add a new location.' There are three input fields: 'Location*' (a dropdown menu showing 'Franklin Convention Center, 1234 Main Street, Springfield, FK 12345'), 'Room' (a dropdown menu showing 'Main Hall'), and 'Seat' (a text input field). At the bottom of the modal are 'Cancel' and 'Assign Location' buttons.

Alerts	NCBE #	Applicant #	Last Name	First Name
	12345678	12345	Alden	Acad
	87468957	32654	Ares	Nico
	23456781	12495	Batiste	Broc
	26455978	95648	Broderick	Philip
	32651492	32659	Byers	Sydney
	25435892	32645	Carver	Chris
	34659782	23656	Carven	Ang
	02192645	23265	Doe	Jess
	39842567	03124	Driscoll	Don
	26345967	07896	Eagan	Sam
	23465912	03269	Fauscette	Jess
	95684235	39784	Fogarty	Chris

2. In bulk

Add location assignments to your roster file and upload the file.

NCBE Number *	Applicant Number	Seat Number	Last Name *	First Name *	Middle Name	Suffix	DOB *	SSN	Phone	Email *	Location Name
12345678	12345		Alden	Acadia	Scott		09/07/1998	172044581	265-633-3814	acadia.alden971@outlook.com	School of Law
87468957	32854		Ares	Nicolas	Jaes		12/30/1974	909124394	211-492-9036	n.ares@gmail.com	School of Law
23456781	12495		Batiste	Brooke	Anne		02/14/1971	423856955	924-911-4233	brooke.batiste@gmail.com	Convention Center
26455978	95648		Broderick	Philip	Rose		05/04/1982	618334357	229-957-1712	philip.broderick@yahoo.com	Convention Center
32651492	32859		Byers	Sydney	Marie		12/20/1980	192657934	422-154-7355	sydneybyers@gmail.com	Convention Center
25435892	32845		Canver	Chris	Lee	Jr	01/06/1980	787543116	829-735-3825	canverchris@gmail.com	Convention Center
34659782	23856		Carven	Angelina	Grace		04/05/1976	766850676	904-977-4638	angelina.carven@icloud.com	Convention Center
02192645	23265		Doe	Jess	Rose		08/07/1974	990333519	514-729-4213	j.doe@gmail.com	Convention Center
39842567	03124		Driscoll	Donna	Ray		05/10/2000	144788540	584-287-4573	driscoldonna@gmail.com	Convention Center
26345967	07896		Eagan	Samantha			06/19/1994	511861992	509-630-3563	s.eagan@gmail.com	School of Law
23465912	03260		Fauscette	Jess	David		11/25/1973	365277468	467-226-3448	jess.fauscette@outlook.com	School of Law
96684235	39784		Fogarty	Christian	Michael	III	06/27/1996	144129745	842-935-4155	christianfogarty@mail.com	Convention Center
36745982	45567		Gambino	Harry	Anne		12/04/1988	817148325	675-962-1624	h.gambino@gmail.com	Convention Center
42579615	96632		Graham	Jane			06/05/1971	518583774	968-431-2928	grahmjane@gmail.com	Convention Center
86954751	98554		Hassani	Waseem	Anne		05/04/1971	796888357	713-566-6017	whassani@yahoo.com	School of Law
89653264	75122		Hitchens	Shawn	Elizabeth		03/16/1974	557134672	530-415-5083	s.hitchens@outlook.com	Convention Center
36475969	24569		Ianelli	Gina	Marie		10/23/1979	579796457	488-774-7020	gina.ianelli@gmail.com	School of Law
34695667	36529		Jasper	Richard	Marie		06/08/1980	125099022	615-548-3928	richard81@outlook.com	Convention Center
86647256	12325		Jones	Jeremy	Elizabeth		09/01/1992	599583224	103-733-9019	jeremy.jones@mail.com	Convention Center
78452198	45678		Kerning	Assan	Elizabeth		01/02/1997	998233518	340-557-8508	kerningassan@yahoo.com	Convention Center
23076910	81793		Bennett	Olivia			10/07/1997	529864322	283-929-8753	olivia.bennett509@gmail.com	Convention Center
67390467	51175		Brooks	Lucas	Elizabeth		06/13/1983	485017052	209-168-3104	lucas.brooks@outlook.com	School of Law
20986393	85290		Bailey	Isabella	Michael		02/18/1990	961440743	540-474-2502	isabella.bailey@gmail.com	School of Law
78710461	64604		Reed	Amelia	Marie		12/08/1991	805551219	552-616-9358	amelia.reed41@gmail.com	School of Law
84903659	85107		Gray	Harper	Lee		04/04/1985	188350626	141-141-3134	harper98@icloud.com	School of Law
87832216	69795		Coleman	James		II	04/08/1991	185864942	851-421-0380	iamescoleman@gmail.com	School of Law

Monitoring Progress Toward “Requirements Met”

Use the Jurisdiction Portal dashboard to monitor candidate status and confirm that candidates are progressing toward “Requirements Met.”

Contact NCBE

NextGen UBE

Exam Roster

Exam Locations

Irregularity Reports

Attendance

Exam Resources

SERVICES

Investigations

EXAMS

MPRE

Legacy UBE Testing

MEE/MPT Grading

About Legacy UBE

About NextGen UBE

RESOURCES

NCBE Board of Trustees

CBA

Events

Pre-Exam

July 2026 NextGen UBE

500

Eligible Candidates

0

NCBE Requirements Met

N/A

At Risk of Cancellation

Pre-Exam Progress

To meet NCBE requirements and avoid technical issues, candidates must complete the required tasks below at least 72 hours before the exam. Candidates also must have an assigned exam location and no pending accommodation requests.

1. Candidate Agreement Accepted

0/500 Complete

2. Tech Fee Paid

0/500 Complete

3. Exam Software Downloaded

0/500 Complete

4. Tutorial Completed

0/500 Complete

View Candidates Yet to Start

Needs Review

Pending Accommodations

10 Candidates

Needs Location Assignment

50 Candidates

Candidate Updates

Personal Information Conflicts

5 Candidates

View

Canceled

8 Candidates

View

Exam Day

July 2026 NextGen UBE Score Release Dates

Please submit dates by 09/11/2025.

We recommend setting your NCBE release date to the next business day after your jurisdiction's release date.

Jurisdiction Release Date

MM/DD/YYYY

NCBE Release Date

MM/DD/YYYY

Submit Release Dates

Quick Links

My Files

NCBE Number Lookup

Investigations

Exam Day Portal

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“NCBE Requirements Met” indicates that a candidate has completed all required pre-exam steps, has an assigned exam location, and has no pending accommodations.

Managing Cancellations and Status Changes

- Update candidate status as needed for cancellations or withdrawals.

The screenshot shows the NCBE Exam Roster interface. On the left is a sidebar with navigation links. The main area displays the 'Exam Roster' for 'July 2026 NextGen UBE'. A modal window titled 'Cancel Candidate' is open for 'Brooke A. Batiste'. The modal includes tabs for 'Current Administration', 'Personal Information', and 'Cancel Candidate'. The 'Cancel Candidate' tab contains a warning that cancellation is permanent and a text area for the 'Cancellation Reason'. The reason entered is 'Candidate no longer wants to sit for this administration - delaying until February 2027.' At the bottom of the modal are buttons for 'Do Not Cancel' and 'Cancel Seat'.

Alerts	NCBE #	Applicant #	Last Name	First Name
	12345678	12345	Alden	Acadia
	87468957	32654	Ares	Nicolas
	23456781	12495	Batiste	Brooke
	26455978	95648	Broderick	Philip
	32651492	32659	Byers	Sydney
	25435892	32645	Carver	Chris
	34659782	23656	Carven	Angelina
	02192645	23265	Doe	Jess
	39842567	03124	Driscoll	Don
	26345967	07896	Eagan	Sam
	23465912	03269	Fauscette	Jess
	95684235	39784	Fogarty	Chris

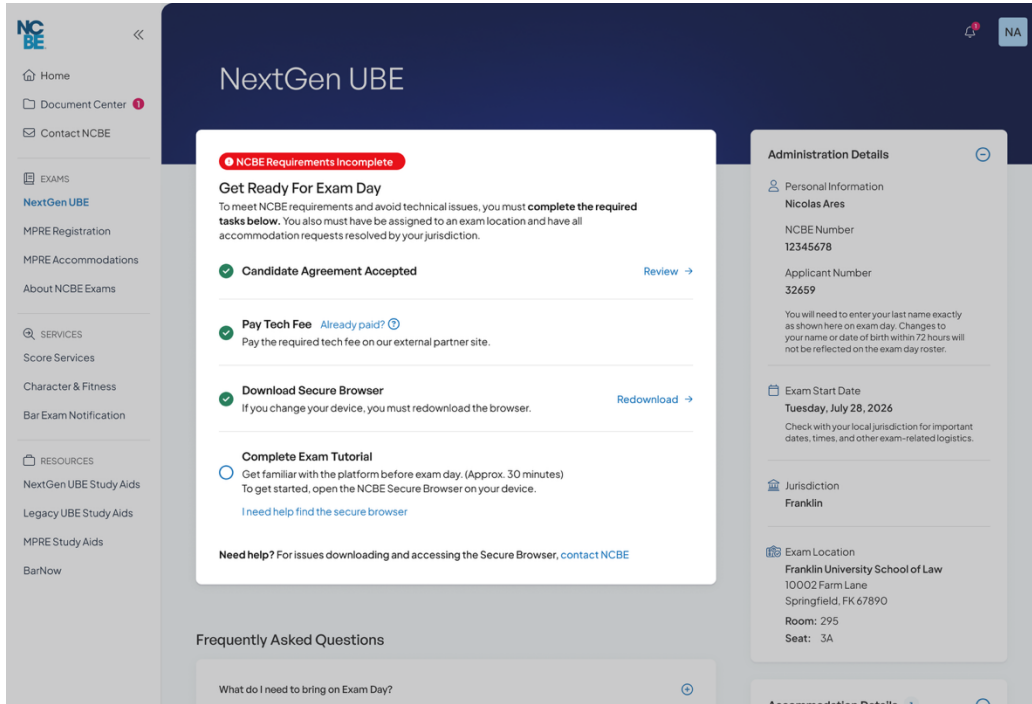
- Ensure that rosters and location assignments reflect current candidate status.

The screenshot shows the NCBE Exam Roster interface for 'July 2026 NextGen UBE'. The main area displays a table of candidates with columns for Alerts, NCBE #, Applicant #, Last Name, First Name, Exam Admin Status, Exam Location, Pending Accom., and At Risk of Cancellation. The table includes buttons for 'Download Roster Template' and 'Add Candidates'. The table shows various candidate statuses, including 'Steps Not Started', 'Tech Fee Paid', 'Canceled', 'Secure Browser Down...', 'At Risk of Cancellation', and 'Daily Time Limit, Sp...'. The candidate 'Brooke A. Batiste' is highlighted in the table.

Alerts	NCBE #	Applicant #	Last Name	First Name	Exam Admin Status	Exam Location	Pending Accom.	At Risk of Cancellation
	12345678	12345	Alden	Acadia	Steps Not Started	Unassigned	UEB Braille	
	87468957	32654	Ares	Nicolas	Tech Fee Paid	School of Law		25%
	23456781	12495	Batiste	Brooke	Canceled	Canceled		Car
	26455978	95648	Broderick	Philip	Secure Browser Dow...	Unassigned	Daily Time Limit, Sp...	Pap
	32651492	32659	Byers	Sydney	At Risk of Cancellation	Convention Cent...		
	25435892	32645	Carver	Chris	Steps Not Started	Convention Cent...		
	34659782	23656	Carven	Angelina	Tech Fee Paid	Unassigned		
	02192645	23265	Doe	Jess	Canceled	Convention Cent...		

Candidate Readiness

Candidates are responsible for completing required pre-exam steps through the Candidate Portal.



Jurisdictions should understand and monitor these requirements, as incomplete candidate actions can impact exam-day readiness.

Candidates must complete the following steps:

- Confirm personal information.

Confirm Personal Information

- Your NCBE account information does not match the information provided by your jurisdiction.
- If the jurisdiction-provided information is correct and matches your official records (name and/or date of birth), select it to update your NCBE account.
- If your NCBE account information is correct, contact your jurisdiction to update their records. You cannot continue until the information matches.

	NCBE	Jurisdiction
First Name	Nick	☒ Nicolas

Your NCBE account will be updated to reflect your selection.

[Back to Home](#)
[Confirm Selected](#)

- Review duplicate registrations and communicate with the jurisdictions to establish which they will be sitting in.

Multiple Registrations Detected

- Your NCBE number is associated with multiple jurisdictions for the upcoming NextGen UBE administration.
- **You must contact all jurisdictions listed below** and make a selection to be eligible to sit for the NextGen UBE
- The jurisdictions that you do not select will be required to cancel your seat in their rosters for you to proceed.

Oregon

Washington

Back Home

- Sign the Candidate Agreement.

- ☰
- 🏠
- 📄
- ✉
- 📅
- 🔍
- 📁

NA

NextGen UBE Candidate Agreement

In order to proceed with exam registration, you will need to accept the agreement below

NextGen UBE Candidate Agreement

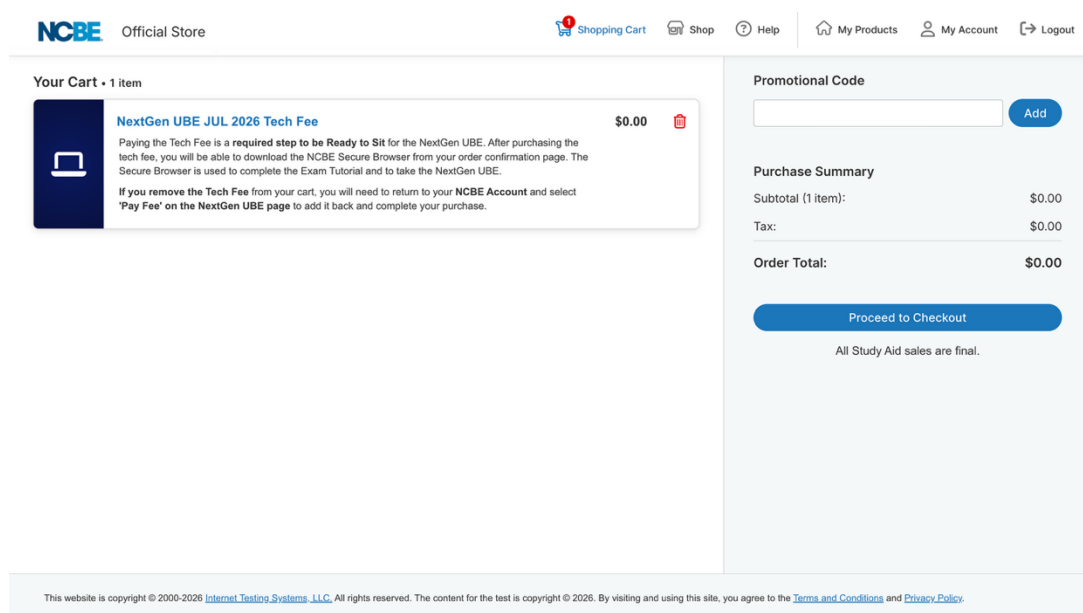
The NextGen UBE Candidate Agreement ("Agreement") is a legally binding contract between you and the National Conference of Bar Examiners (NCBE) that sets forth the terms and conditions under which NCBE will permit you to take the NextGen Uniform Bar Examination (UBE). You must read, acknowledge, and accept the terms of this Agreement before you are permitted to take the NextGen UBE. If you do not agree to the terms of this Agreement, you will not be permitted to take the examination.

THESE TERMS CONTAIN A MANDATORY INDIVIDUAL ARBITRATION AND CLASS ACTION/JURY TRIAL WAIVER PROVISION THAT REQUIRES THE USE OF ARBITRATION ON AN INDIVIDUAL BASIS TO RESOLVE DISPUTES, RATHER THAN JURY TRIALS OR CLASS ACTIONS. **By clicking on the 'I AGREE' button at the end of the Agreement, you are affirming to NCBE that the below representations and statements to NCBE are true and correct, and you are acknowledging that you have read and understand the requirements, rules and policies incorporated herein, and that you agree to abide by all of them.**

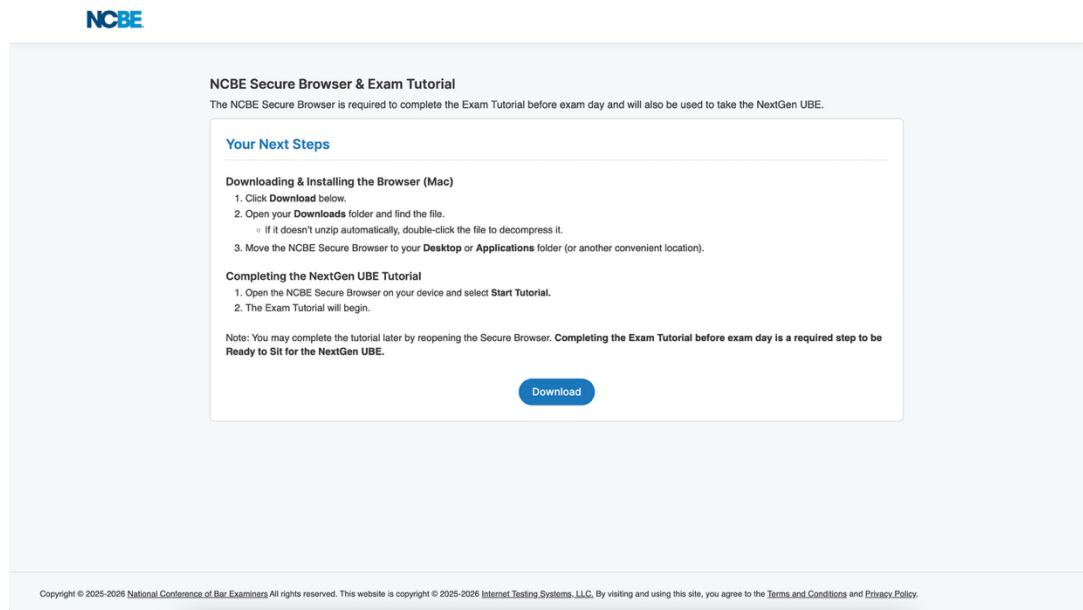
I affirm that I have been authorized by a participating jurisdiction to register for the July 2026 administration of the NextGen UBE and that I am the person whose name appears on my NCBE account. I am taking the UBE on my own behalf and solely for the purpose of seeking admission to the bar of a participating jurisdiction, and for no other purpose. I affirm that I am not taking the UBE on behalf of any other person, company, or organization. I affirm that all information that I provide to NCBE, or that was provided to NCBE by a participating jurisdiction, is true and correct. I understand that providing false, misleading, or incomplete information to NCBE shall be considered a violation of this Agreement and will subject me to one or more of the consequences provided herein for violations of the Agreement or NCBE policies. If I discover that any information provided to NCBE about me by a participating jurisdiction or another party is inaccurate I agree to notify NCBE immediately and request correction to the inaccurate information.

I understand that the NextGen UBE is the intellectual property of NCBE and is a secure examination protected under U.S. copyright law. I acknowledge that any form of misconduct, harvesting or disclosure of UBE content is strictly prohibited, as such actions compromise the fairness, validity, security, integrity and value of the UBE.

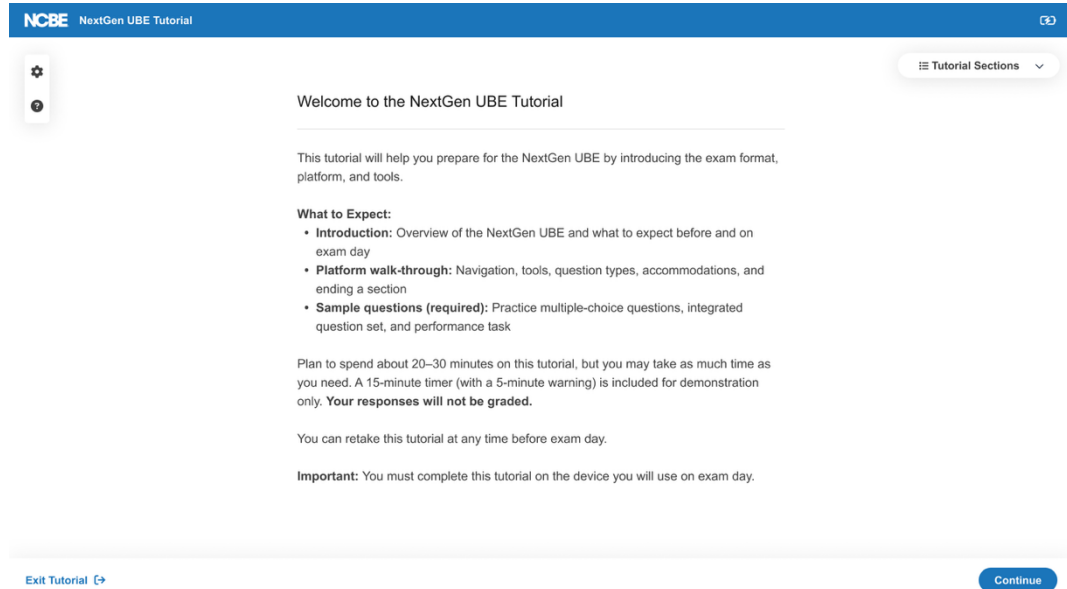
- Pay the technology fee.



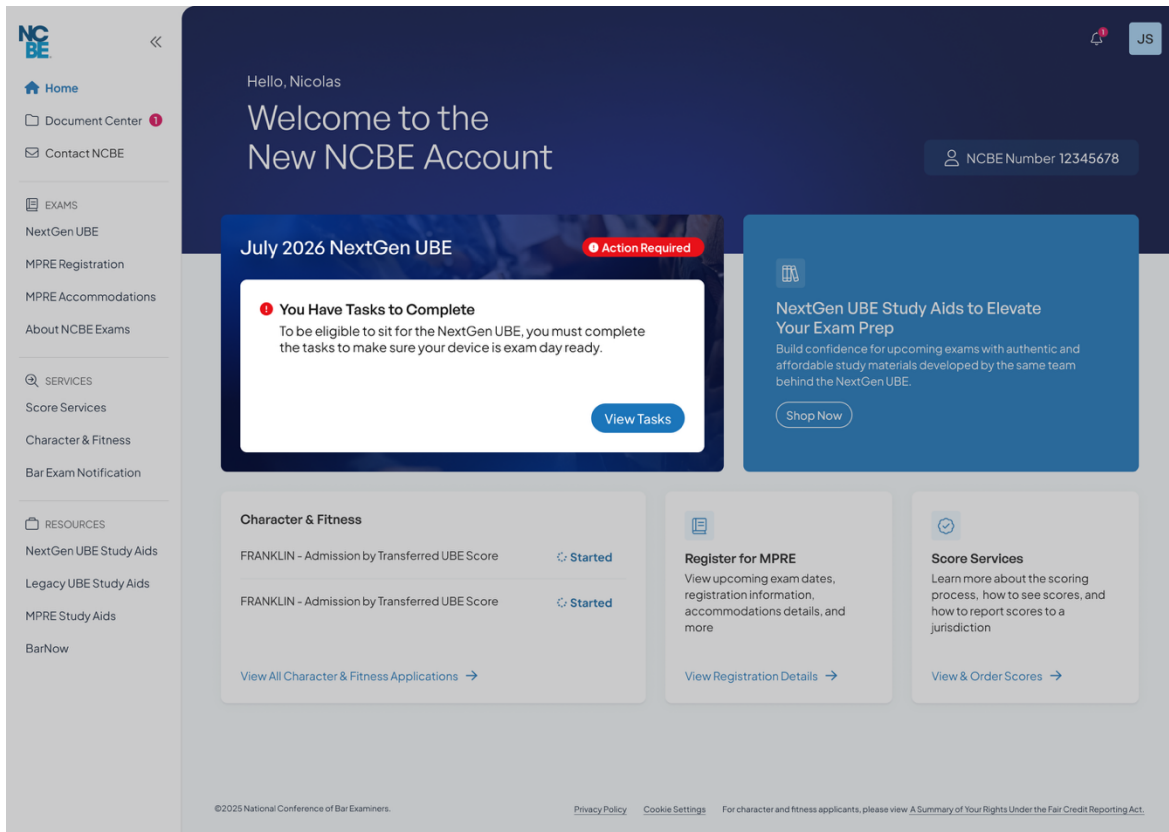
- Download and install the secure browser.



- Complete the exam tutorial.



Candidates who have not completed these steps will not reach “Requirements Met” status and may not be able to test successfully.



Accommodations and Specialty Materials

Jurisdictions are responsible for ensuring that approved accommodations are fully implemented prior to exam day.

This includes

- assigning candidates to appropriate testing rooms (e.g., private or semi-private rooms);
- configuring extended-time schedules;
- coordinating any specialty materials (e.g., paper or braille) with NCBE; and
- ensuring staff are aware of accommodations requirements and procedures.

Accommodations must be reflected consistently across

- Jurisdiction Portal records;
- physical test setup; and
- exam-day administration procedures.

Test Security Preparation

Test security is a shared responsibility across jurisdictions and NCBE.

Prior to exam day, jurisdictions must ensure that

- all staff understand test security expectations;
- testing environments minimize opportunities for misconduct;
- procedures are in place for handling prohibited items; and
- Any paper or specialty materials are securely stored and tracked.

Security expectations apply to both physical materials (e.g., paper or braille materials), if used, and digital delivery (e.g., access to exam content, system monitoring).

Staffing and Training

Jurisdictions must ensure that all personnel are identified, trained, and prepared prior to administration.

This includes

- assigning room leads, proctors, and technical proctors;

- confirming access to required systems (e.g., Exam Day Portal); and
- providing training on
 - roles and responsibilities;
 - exam-day procedures;
 - security requirements; and
 - escalation protocols.

Staff should understand both their individual responsibilities and how their role interacts with others during the administration.

Test Administration Schedule

The NextGen UBE is administered over one and a half days, consisting of three timed sections.

Jurisdictions must adhere to the standard administration schedule to ensure consistency across jurisdictions and to maintain exam security.

Standard Administration Schedule

The exam is administered as follows:

	Morning		Unproctored Break		Afternoon	
	Start	End	Start	End	Start	End
Day 1	Exam Section 1				Exam Section 2	
Pacific Time Zone	8:30 am	11:35 am	11:35 am	1:00 pm	1:00 pm	4:00 pm
All Non-Pacific Time Zones	9:00 am	12:05 pm	12:05 pm	1:30 pm	1:30 pm	4:30 pm
Day 2	Exam Section 3					
Pacific Time Zone	8:30 am	11:30 am				
All Non-Pacific Time Zones	9:00 am	12:00 pm				

Extended-Time Accommodations Administration Schedule

The exam is administered as follows for examinees with extended-time accommodations:



Note: All day one morning sessions have five minutes included for the required, in-platform instructions.

25% Extended Time (1.25x)

	Morning		Unproctored Break		Afternoon	
	Start	End	Start	End	Start	End
Day 1	Exam Section 1				Exam Section 2	
	8:15 am	12:05 pm	12:05 pm	1:30 pm	1:30 pm	5:15 pm
Day 2	Exam Section 3					
	8:15 am	12:00 pm				

33% Extended Time (1.33x)

	Morning		Unproctored Break		Afternoon	
	Start	End	Start	End	Start	End
Day 1	Exam Section 1				Exam Section 2	
	8:00 am	12:05 pm	12:05 pm	1:30 pm	1:30 pm	5:30 pm
Day 2	Exam Section 3					
	8:00 am	12:00 pm				

50% Extended Time (1.5x)

	Morning		Unproctored Break		Afternoon	
	Start	End	Start	End	Start	End
Day 1	Exam Section 1				Exam Section 2	
	7:30 am	12:05 pm	12:05 pm	1:30 pm	1:30 pm	6:00 pm
Day 2	Exam Section 3					
	7:30 am	12:00 pm				

50% Extended Time (1.5x) + 8 Hour Daily Testing Time Limit

	Morning	
	Start	End
Day 1	Exam Section 1	
	7:30 am	12:05 pm
Day 2	Exam Section 2	
	7:30 am	12:00 pm
Day 3	Exam Section 3	
	7:30 am	12:00 pm

100% Extended Time (2x)

	Morning		Proctored Break		Afternoon	
	Start	End	Start	End	Start	End
Day 1	Exam Section 1				Exam Section 1	
	8:00 am	11:05 am	11:05 am	12:35 pm	12:30 pm	3:30 pm
Day 2	Exam Section 2				Exam Section 2	
	8:00 am	11:00 am	11:00 am	12:30 pm	12:30 pm	3:30 pm
Day 3	Exam Section 3				Exam Section 3	
	8:00 am	11:00 am	11:00 am	12:30 pm	12:30 pm	3:30 pm

Accommodated testing introduces additional operational complexity. Jurisdictions should plan for

- extended staffing coverage (including early start and late end times);
- additional proctoring during breaks (especially when breaks are proctored);
- coordination of technical support across longer testing windows; and
- clear communication to candidates regarding timing and expectations.

5. Exam-Day Administration

Overview

Exam day follows a structured, chronological flow. Each phase builds on the one before it, and small issues early in the process can create larger disruptions if not addressed.

The goal of the administration team is to maintain a testing environment that is organized, consistent, and responsive. This requires coordination across roles, awareness of both examinee behavior and system status, and timely escalation when needed.

This section is designed to support real-time administration. It outlines what should be happening at each stage of the exam and how staff should respond when things do not go as expected.

Check-In and Room Entry

Check-in is where exam-day control begins. When this phase is organized and consistent, the rest of the administration is much easier to manage.

As examinees arrive, proctors should focus on confirming that each person is authorized to test and prepared to begin. Identity must be verified using approved photo identification, and each examinee must have a laptop and power cord.

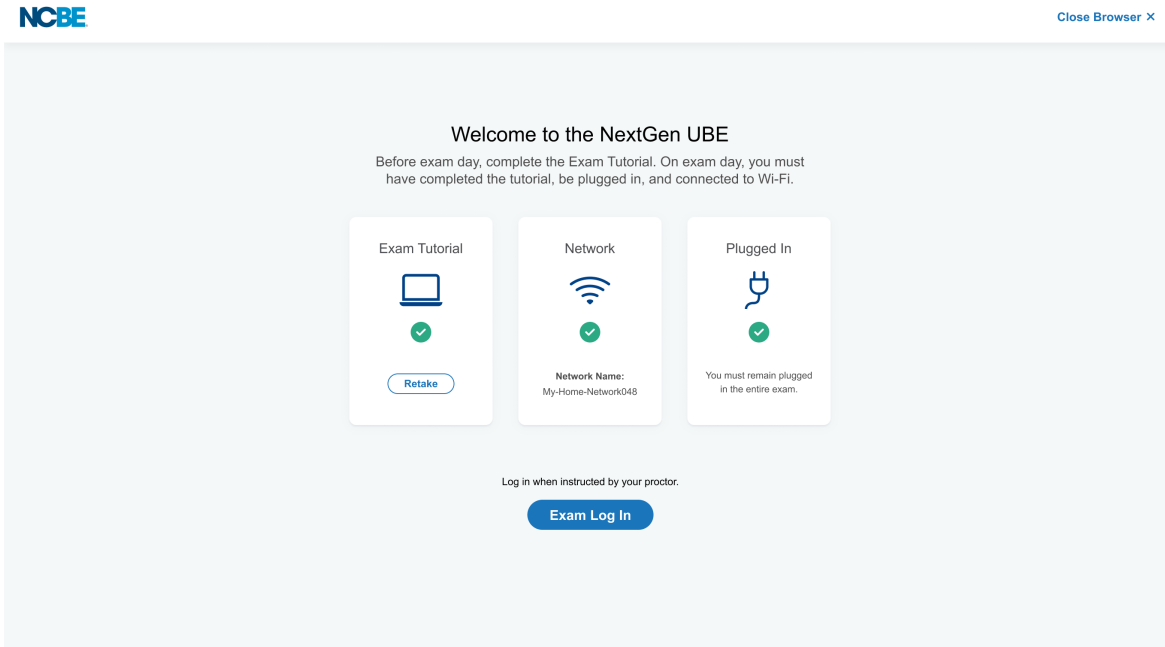
Proctors should also ensure that prohibited items are collected or secured before entry, and that only authorized individuals enter the testing room.

Once admitted, examinees are directed to their assigned seats. Seating should already be determined, and movement into the room should be managed to avoid confusion or delays. Jurisdictions are permitted to use seating cards or similar tools as they deem appropriate for their administration.

After seating, examinees should

- plug their device into an electrical outlet;
- power on their device;

- connect to Wi-Fi; and
- launch the secure browser.



During this time, proctors should circulate and observe. If setup issues arise, early identification allows them to be resolved before the exam begins.

Any irregularities—such as missing ID or equipment—should be documented and escalated as appropriate.

Pre-Launch: System and Examinee Readiness

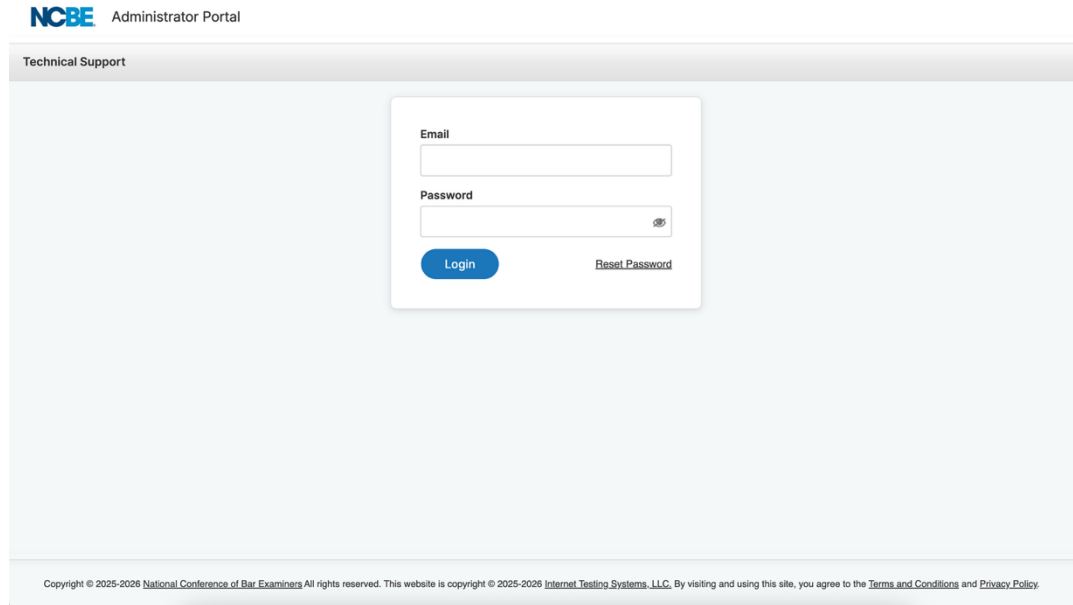
The pre-launch period is focused on setting up the Exam Day Portal and ensuring that all examinees are ready before the exam begins.

Exam Day Portal Set Up

Prior to exam day, jurisdiction staff who will need access to the Exam Day Portal will receive an email with log-in credentials and a link to the portal to set up their accounts. To finish the account setup, they should log in using the provided credentials and create a new password. Exam Day Portal account setup must be completed before exam day.

On exam day:

1. Navigate to **ncbe.programworkshop.com** and log in using the established password.



NCBE Administrator Portal

Technical Support

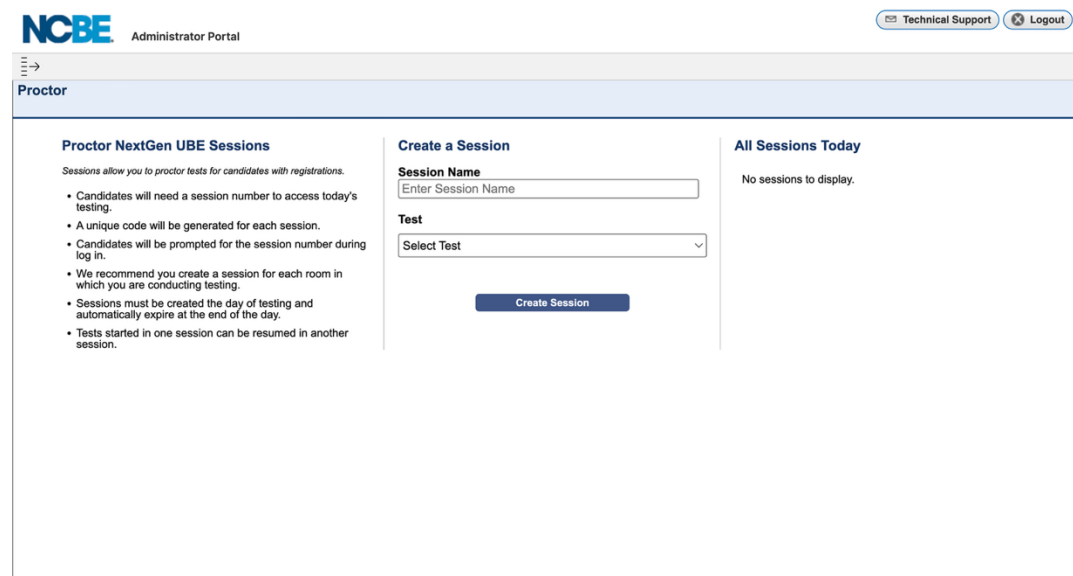
Email

Password

Login Reset Password

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2. Create a unique session name using the following format:
LastName + RoomName/Number + ExamSectionNumber
Example: SmithMainHallSection1



NCBE Administrator Portal

Technical Support Logout

Proctor

Proctor NextGen UBE Sessions

Sessions allow you to proctor tests for candidates with registrations.

- Candidates will need a session number to access today's testing.
- A unique code will be generated for each session.
- Candidates will be prompted for the session number during log in.
- We recommend you create a session for each room in which you are conducting testing.
- Sessions must be created the day of testing and automatically expire at the end of the day.
- Tests started in one session can be resumed in another session.

Create a Session

Session Name
Enter Session Name

Test
Select Test

Create Session

All Sessions Today

No sessions to display.

- From the Test drop-down, select the appropriate exam section for the session being created.

NCBE Administrator Portal Technical Support Logout

Proctor

Proctor NextGen UBE Sessions

Sessions allow you to proctor tests for candidates with registrations.

- Candidates will need a session number to access today's testing.
- A unique code will be generated for each session.
- Candidates will be prompted for the session number during log in.
- We recommend you create a session for each room in which you are conducting testing.
- Sessions must be created the day of testing and automatically expire at the end of the day.
- Tests started in one session can be resumed in another session.

Create a Session

Session Name

Test

✓ Select Test
 NextGen UBE JUL 26 Section 1
 NextGen UBE JUL 26 Section 2
 NextGen UBE JUL 26 Section 3

All Sessions Today

No sessions to display.

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- Select Create Session.

NCBE Administrator Portal Technical Support Logout

Proctor

Proctor NextGen UBE Sessions

Sessions allow you to proctor tests for candidates with registrations.

- Candidates will need a session number to access today's testing.
- A unique code will be generated for each session.
- Candidates will be prompted for the session number during log in.
- We recommend you create a session for each room in which you are conducting testing.
- Sessions must be created the day of testing and automatically expire at the end of the day.
- Tests started in one session can be resumed in another session.

Create a Session

Session Name

Test

Create Session

All Sessions Today

No sessions to display.

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- The session number will appear in the top left of the screen. This number must remain confidential and must not be shared with examinees prior to the section start time.

The screenshot displays the NCBE Administrator Portal interface. At the top, the NCBE logo and 'Administrator Portal' are visible, along with links for 'Technical Support' and 'Logout'. The breadcrumb trail shows 'Proctor > Session Detail' for 'SmithMainHall_Section1'. The session number '4667-65' is prominently displayed, with a link to 'Generate New Session Number'. Below this, the 'Session Overview' section shows a status breakdown: All Approved (18), Testing Online (5), Testing Offline (2), Inactive / Paused (3), Break / Security Screen (4), and Completed (4). A filter box is provided. The 'Directions' section lists three steps: 1. Launch the Browser, 2. Log In, and 3. Approve Candidates, with a warning about matching counts. Two tables are shown: 'Waiting for Approval (0)' with columns for Last Name, First Name, NCBE Number, and Actions; and 'Approved (0)' with columns for Last Name, First Name, NCBE Number, Time Remaining, Break Time Remaining, and Current Location. A footer note states: 'This website is copyright © 2000-2026 Internet Testing Systems, LLC. All rights reserved.'

Examinee Readiness

All examinees should be seated, connected, and at the “Waiting for Proctor Approval” screen by the scheduled start time.

Proctors should continue circulating and monitoring progress. If an examinee is delayed or unsure what to do, early assistance prevents larger delays later.

Technical proctors are responsible for resolving any device or system issues. Most issues can be addressed quickly by

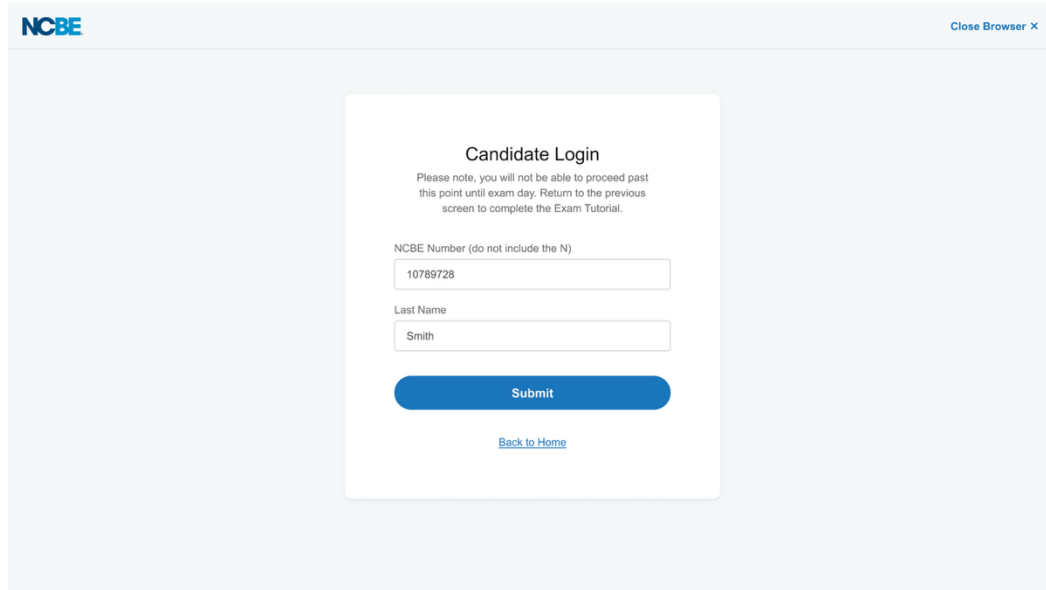
- verifying Wi-Fi connection;
- restarting the device;
- relaunching the secure browser; and
- providing a backup device if needed.

The room lead should maintain awareness of the room as a whole, ensuring that readiness is progressing and that the administration remains on schedule.

Minor delays can be expected. However, if multiple examinees are experiencing the same issue, this may indicate a broader problem and should be escalated per the escalation guidelines.

Starting the Exam

1. All examinees will log in to the secure browser by entering their last name and NCBE Number.



NCBE Close Browser X

Candidate Login

Please note, you will not be able to proceed past this point until exam day. Return to the previous screen to complete the Exam Tutorial.

NCBE Number (do not include the N)

10789728

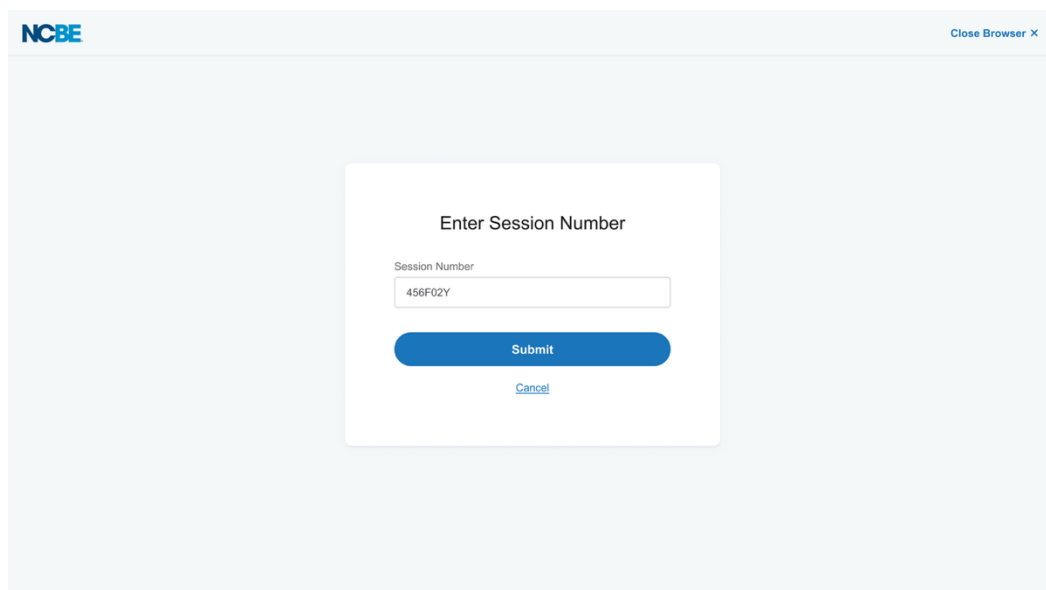
Last Name

Smith

Submit

[Back to Home](#)

2. The Room Lead will share the session number with all examinees and they will enter it.



NCBE Close Browser X

Enter Session Number

Session Number

456F02Y

Submit

[Cancel](#)

3. Room Leads will begin to see the Exam Day Portal populating.

NCBE

Administrator Portal

Technical Support

Logout

Proctor

Session Detail

SmithMainHall_Section1

Rename

Delete

Return

Session Number: 4667-65

Generate New Session Number

NextGen UBE JUL 26 Section 1

Session Overview

All Approved (0)

Testing Online (0)

Testing Offline (0)

Inactive / Paused (0)

Break / Security Screen (0)

Completed (0)

Filter by Seat, Name, or NCBE Number

Directions

1. Launch the Browser: Ask candidates to open the NCBE Secure Browser.

2. Log In: Candidates should enter their NCBE Number, Last Name and the Session Number to log in.

3. Approve Candidates: Once all candidates are logged in, compare the total number of candidates "Waiting for Approval" with the total number of candidates in the exam room.

- If the counts match, click the "Approve All" link to start the exam.
- Warning: If the in-room attendance and "Waiting for Approval" counts do NOT match, do NOT approve any candidates. Refer to the Proctor Exam Day Instruction Page for next steps.

Waiting for Approval (8)

Approve All | Deny All

Approved (0)

Last Name

First Name

NCBE Number

Time Remaining

Break Time Remaining

Current Location

Candidates who are testing or who have completed their test today will appear here. This section will show you which test each candidate is taking and allow you to monitor their progress within the test. This section will automatically update.

4. As examinees log in, they will see the "Waiting for Proctor Approval" screen.

NCBE

Awaiting proctor approval for:

John Smith

Please wait....

Cancel

5. The Room Lead will confirm that the physical count of examinees in the room matches the count listed in the Exam Day Portal.

NCBE Administrator Portal Technical Support Logout

Proctor > Session Detail

SmithMainHall_Section1 Rename Delete Return

Session Number: 4667-65 Generate New Session Number

NextGen UBE JUL 26 Section 1

Session Overview

- All Approved (0)
- Testing Online (0)
- Testing Offline (0)
- Inactive / Paused (0)
- Break / Security Screen (0)
- Completed (0)

Filter by Seat, Name, or NCBE Number

Directions

1. **Launch the Browser:** Ask candidates to open the NCBE Secure Browser.
2. **Log In:** Candidates should enter their NCBE Number, Last Name and the Session Number to log in.
3. **Approve Candidates:** Once all candidates are logged in, compare the total number of candidates "Waiting for Approval" with the total number of candidates in the exam room.
 - o If the counts match, click the "Approve All" link to start the exam.
 - o **Warning:** If the in-room attendance and "Waiting for Approval" counts do **NOT** match, do **NOT** approve any candidates. Refer to the Proctor Exam Day Instruction Page for next steps.

Waiting for Approval (20) Approve All | Deny All

Seat	Last Name	First Name	NCBE Number	Actions
Seat	Alden	Acadia	12345678	Approve Deny
Seat	Ares	Nicolas	87468957	Approve Deny
Seat	Driscoll	Donna	39842567	Approve Deny
Seat	Carveb	Angelina	34659782	Approve Deny
Seat	Doe	Jess	12345678	Approve Deny
Seat	Gambio	Harry	12345678	Approve Deny
Seat	Fogarty	Christian	12345678	Approve Deny
Seat	Smith	John	12345678	Approve Deny
Seat	Thompson	Michael	12345678	Approve Deny
Seat	Ianelli	Gina	12345678	Approve Deny
Seat	Christianson	Joseph	12345678	Approve Deny
Seat	Holtbrooke	Kathleen	12345678	Approve Deny
Seat	Jones	Jeremy	12345678	Approve Deny

6. Once all examinees are successfully on the "Waiting for Proctor Approval" screen. The Room Lead will admit all.

NCBE Administrator Portal Technical Support Logout

Proctor > Session Detail

SmithMainHall_Section1 Rename Delete Return

Session Number: 4667-65 Generate New Session Number

NextGen UBE JUL 26 Section 1

Session Overview

- All Approved (0)
- Testing Online (0)
- Testing Offline (0)
- Inactive / Paused (0)
- Break / Security Screen (0)
- Completed (0)

Filter by Seat, Name, or NCBE Number

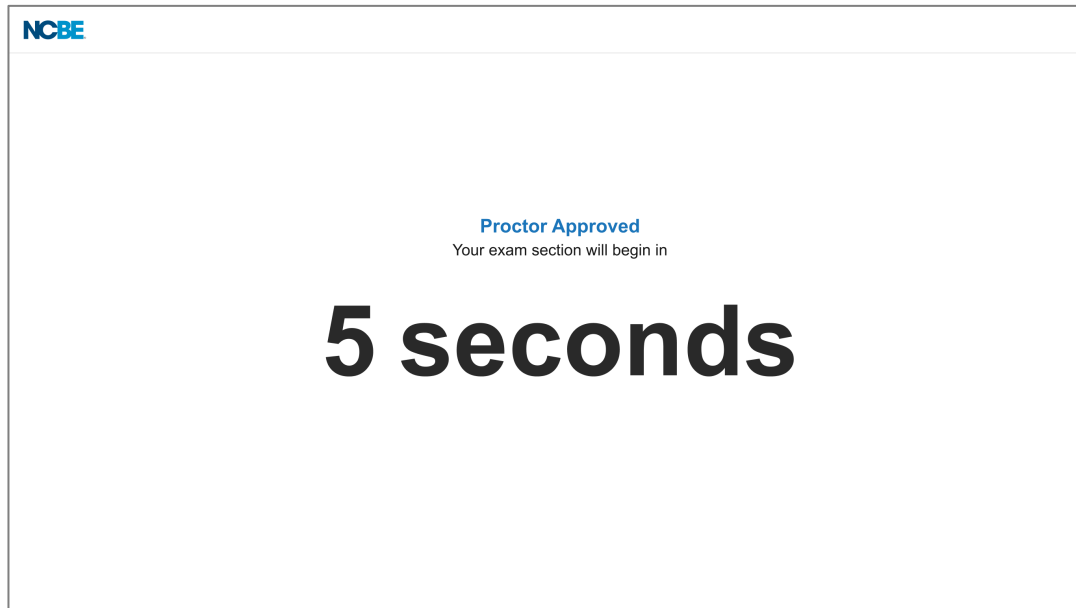
Directions

1. **Launch the Browser:** Ask candidates to open the NCBE Secure Browser.
2. **Log In:** Candidates should enter their NCBE Number, Last Name and the Session Number to log in.
3. **Approve Candidates:** Once all candidates are logged in, compare the total number of candidates "Waiting for Approval" with the total number of candidates in the exam room.
 - o If the counts match, click the "Approve All" link to start the exam.
 - o **Warning:** If the in-room attendance and "Waiting for Approval" counts do **NOT** match, do **NOT** approve any candidates. Refer to the Proctor Exam Day Instruction Page for next steps.

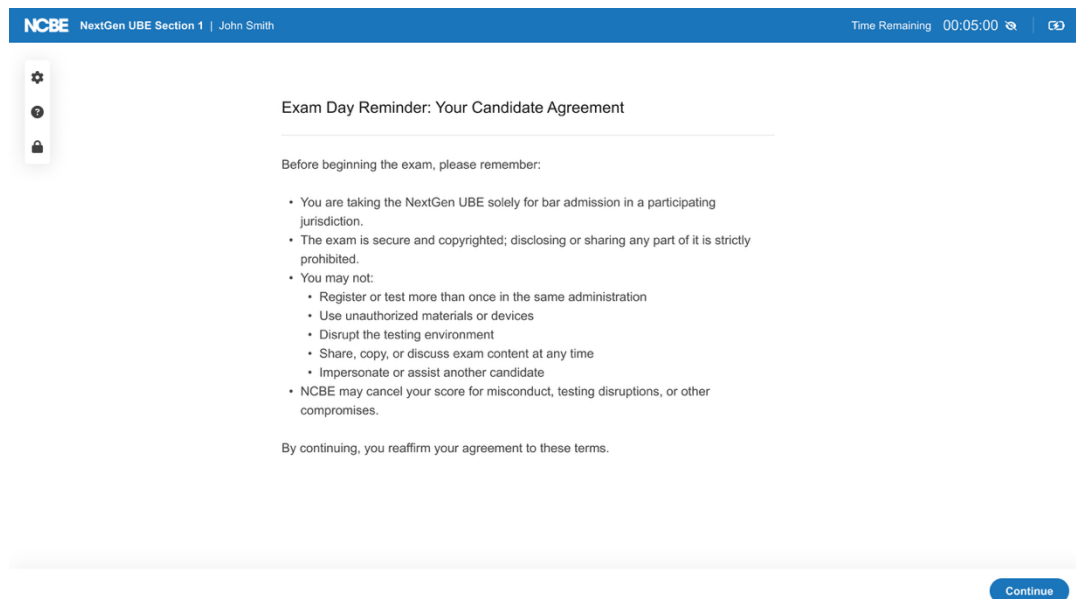
Waiting for Approval (20) Approve All | Deny All

Seat	Last Name	First Name	NCBE Number	Actions
Seat	Alden	Acadia	12345678	Approve Deny
Seat	Ares	Nicolas	87468957	Approve Deny
Seat	Driscoll	Donna	39842567	Approve Deny
Seat	Carveb	Angelina	34659782	Approve Deny
Seat	Doe	Jess	12345678	Approve Deny
Seat	Gambio	Harry	12345678	Approve Deny
Seat	Fogarty	Christian	12345678	Approve Deny
Seat	Smith	John	12345678	Approve Deny
Seat	Thompson	Michael	12345678	Approve Deny
Seat	Ianelli	Gina	12345678	Approve Deny
Seat	Christianson	Joseph	12345678	Approve Deny
Seat	Holtbrooke	Kathleen	12345678	Approve Deny
Seat	Jones	Jeremy	12345678	Approve Deny

7. Once the Room Lead admits all, all examinees will see a five second countdown on their screen. At the end of those five seconds the exam instructions will display.



8. All examinees will move through the Candidate Agreement and instructions before beginning the exam.



This phase should feel controlled and consistent. Proctors should remain attentive to ensure that all examinees move through the process without confusion. Room Leads should continually monitor the Exam Day Portal.

If issues arise at launch, the response depends on scope. Individual issues should be handled by the technical proctor. If multiple examinees are impacted (e.g., more than five examinees with the same technical issue), the issue should be treated as systemic and escalated immediately.

During any delay, examinees should remain seated and quiet, and staff should provide clear and periodic updates.

Monitoring the Exam

Once the exam begins, the focus shifts to maintaining a stable and controlled testing environment.

- Proctors should circulate regularly and remain attentive to both examinee behavior and the overall environment. This includes watching for compliance with exam rules, identifying potential issues, and responding to routine needs such as restroom requests.
- Technical proctors should remain available to address technical issues as they arise, but should not take on non-technical responsibilities.

- The room lead should monitor the exam delivery system and maintain awareness of overall progress. If patterns begin to emerge—such as multiple examinees experiencing similar issues—this should be addressed quickly.

NCBE Administrator Portal Technical Support Logout

Proctor > Session Detail

SmithMainHall_Section1 Rename Delete Return

Session Number: 4667-65 Generate New Session Number

NextGen UBE JUL 26 Section 1

Session Overview

All Approved	(0)
Testing Online	(0)
Testing Offline	(0)
Inactive / Paused	(0)
Break / Security Screen	(0)
Completed	(0)

Filter by Seat, Name, or NCBE Number

Directions

- Launch the Browser:** Ask candidates to open the NCBE Secure Browser.
- Log In:** Candidates should enter their NCBE Number, Last Name and the Session Number to log in.
- Approve Candidates:** Once all candidates are logged in, compare the total number of candidates "Waiting for Approval" with the total number of candidates in the exam room.
 - If the counts match, click the "Approve All" link to start the exam.
 - Warning:** If the in-room attendance and "Waiting for Approval" counts do **NOT** match, do **NOT** approve any candidates. Refer to the Proctor Exam Day Instruction Page for next steps.

Approve All | Deny All

Waiting for Approval (0)

Last Name	First Name	NCBE Number	Actions
After logging in, candidates will need to be approved for testing. Candidates who are waiting for your approval will appear here. This section will automatically update. Currently, there are no candidates waiting for your approval.			

Approved (20)

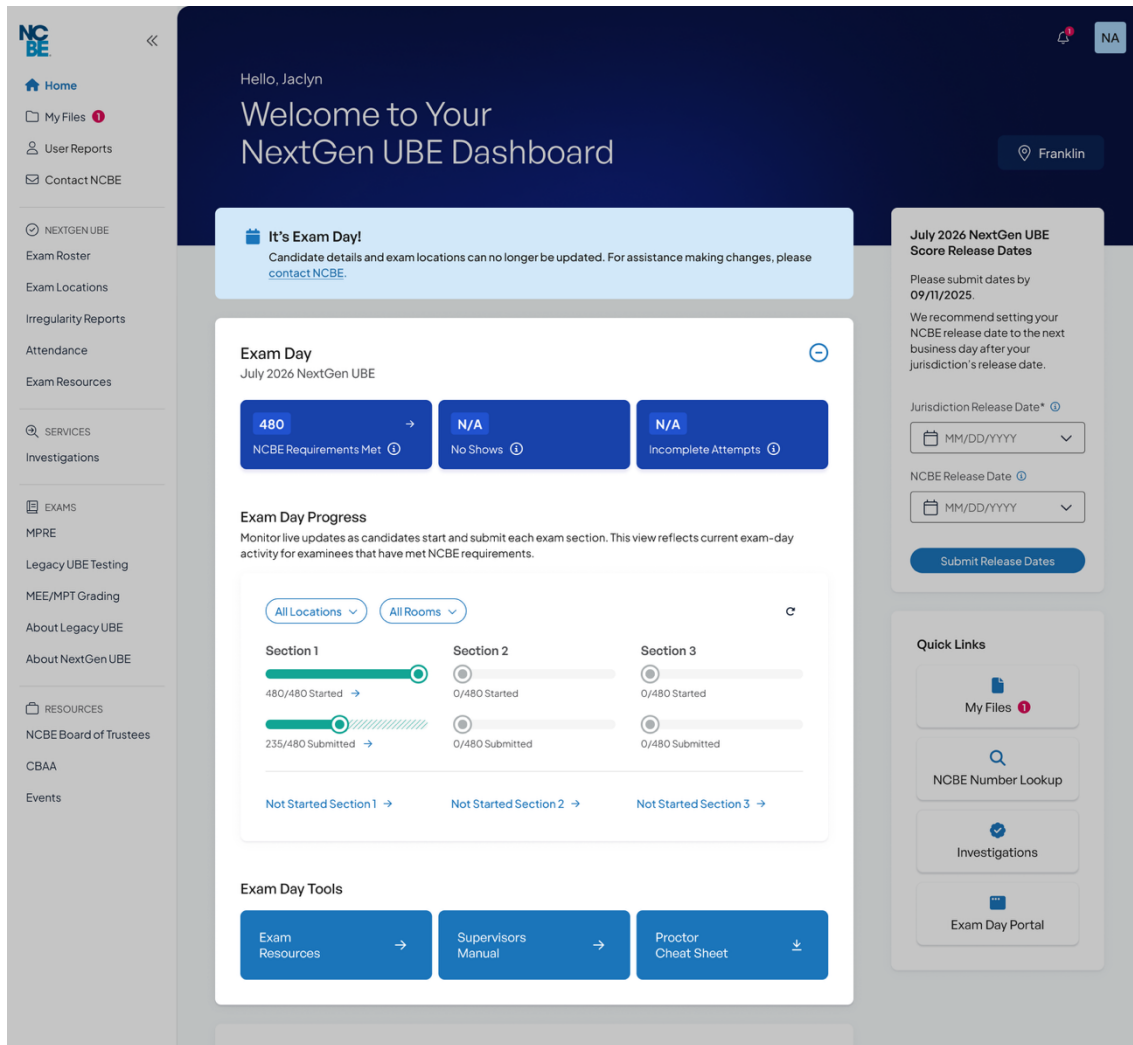
Seat	Last Name	First Name	NCBE Number	Time Remaining	Break Time Remaining	Current Location
001	Alden	Acadia	12345678	180m	--	Multiple Choice: 1 of 40
002	Ares	Ares	87468957	180m	--	Performance Task
003	Driscoll	Driscoll	39842567	180m	--	Multiple Choice: 1 of 40
004	Carven	Angelina	12345678	180m	--	Multiple Choice: 3 of 40
005	Doe	Jess	12345678	180m	--	Performance Task
006	Gambio	Harry	12345678	180m	--	Integrated Set: 1 of 2 - Component 1
007	Fogarty	Christian	12345678	180m	--	Performance Task
008	Smith	John	12345678	180m	45m	On Break
009	Thompson	Michael	12345678	180m	--	Integrated Set: 2 of 2 - Component 1
010	Ianelli	Gina	12345678	180m	--	Multiple Choice: 1 of 40
011	Christianson	Joseph	12345678	180m	--	Multiple Choice: 15 of 40
012	Holbrooke	Kathleen	12345678	180m	--	Multiple Choice: 20 of 40
013	Jones	Acadia	12345678	180m	--	Integrated Set: 1 of 2 - Component 1
014	Kerning	Assan	12345678	180m	30m	Performance Task
015	Broderick	Phillip	12345678	180m	--	Performance Task
016	Byers	Sydney	12345678	180m	45m	Multiple Choice: 1 of 40
017	Grahn	Jane	12345678	180m	--	Integrated Set: 1 of 2 - Component 3
018	Gavron	Kyle	12345678	180m	--	Integrated Set: 1 of 2 - Component 2
019	Prima	Nicholas	12345678	180m	--	Multiple Choice: 1 of 40
020	Mackley	Lynn	12345678	180m	--	Multiple Choice: 8 of 40

Throughout the session, the room should remain quiet and orderly. Examinees should not access prohibited items, and should switch to the security screen in the exam delivery platform if they leave their seat.

Monitoring the Exam Outside of the Testing Site

In addition to in-room monitoring, jurisdictions have the ability to monitor exam administration remotely through the Jurisdiction Portal. This provides centralized visibility across testing locations and supports coordination beyond individual rooms.

Authorized jurisdiction staff may use the portal to monitor a single testing location or multiple locations simultaneously, depending on their roles and responsibilities.



This view allows staff to

- track exam progress in real time;
- confirm that sections have started and are progressing as expected;
- identify locations or rooms experiencing delays;
- monitor examinee counts and overall activity levels; and
- detect potential patterns of technical issues or irregularities across locations.

Remote monitoring is particularly valuable for

- maintaining awareness across multiple testing sites;
- supporting consistent administration across locations; and
- identifying issues that may not be visible within a single room.

Jurisdiction staff monitoring remotely should remain in close communication with the NCBE site lead, who will not be on-site, but rather managing from a central location. If a potential issue is identified through the portal, it should be confirmed with on-site staff before action is taken.

Action should be taken when

- a location appears materially delayed relative to the expected schedule;
- multiple locations are experiencing similar technical issues;
- examinee counts or system activity do not align with expectations; or
- an issue may impact exam timing, integrity, or consistency across sites.

As with in-room monitoring, the goal is not to intervene unnecessarily, but to maintain awareness, identify issues early, and support a timely and coordinated response when needed.

Remote monitoring does not replace the responsibilities of on-site staff. Rather, it provides an additional layer of visibility that supports a stable and consistent administration across all locations.

Managing Technical Issues

Technical issues are not expected but could arise in any digital administration. The goal is to resolve them quickly while minimizing disruption to other examinees.

Most issues will be individual and can be handled by the technical proctor. These may include log-in problems, connectivity issues, or device malfunctions. In most cases, restarting the device or relaunching the secure browser resolves the issue.

If a backup device is required, it should be provided promptly so the examinee can continue testing.

If multiple examinees are affected or the issue appears to be system-wide, it should be escalated immediately through the room lead to the NCBE site lead. While the issue is being addressed, examinees should remain seated and staff should provide clear communication.

Irregularities and Incidents

An irregularity is any event that may affect testing conditions, examinee performance, or the integrity of the exam.

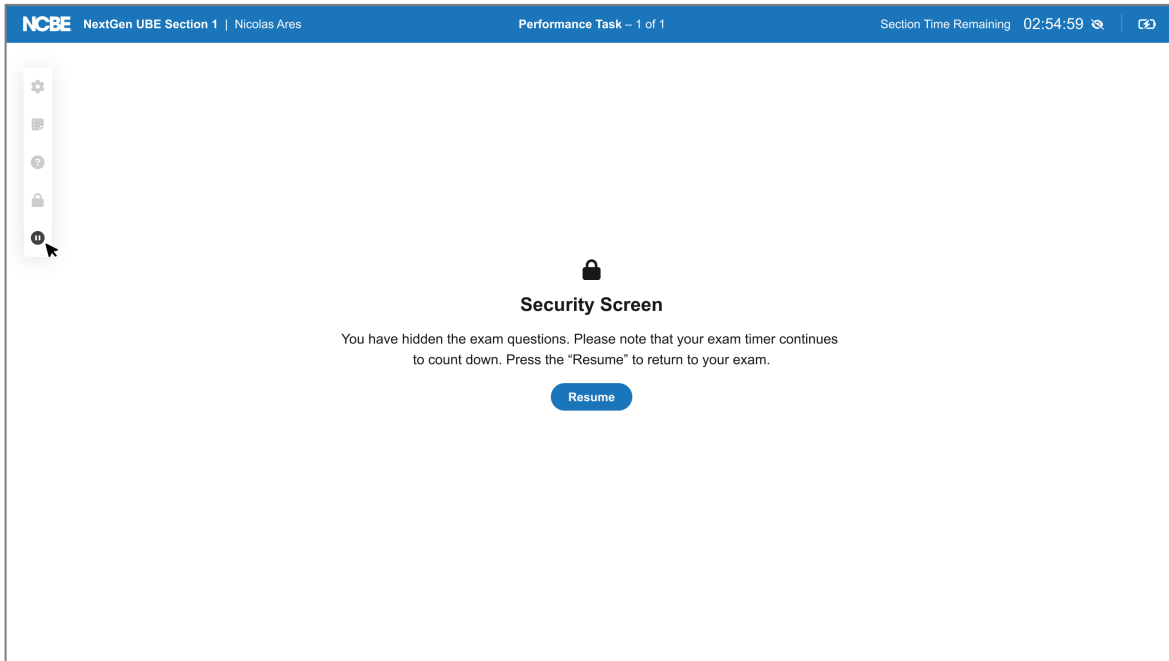
These may include disruptions in the room, suspected misconduct, or technical issues that meaningfully impact an examinee's ability to test.

When an irregularity occurs, staff should remain calm and avoid disrupting the exam unless necessary. The priority is to maintain a stable testing environment while ensuring the issue is properly documented.

All irregularities should be recorded clearly and submitted according to established procedures. If there is uncertainty about how to handle a situation, it should be escalated.

Breaks and Movement

Examinees may leave the room for restroom breaks with permission. Before leaving, they must activate the security screen in the exam delivery platform.



Time is not paused during breaks, and examinees may not access prohibited items at any point.

Proctors should monitor movement in and out of the room and ensure that examinees return promptly and without disruption to others.

Final Minutes and Completion

As the end of a section approaches, the room lead should manage the final phase carefully to ensure consistency across examinees.

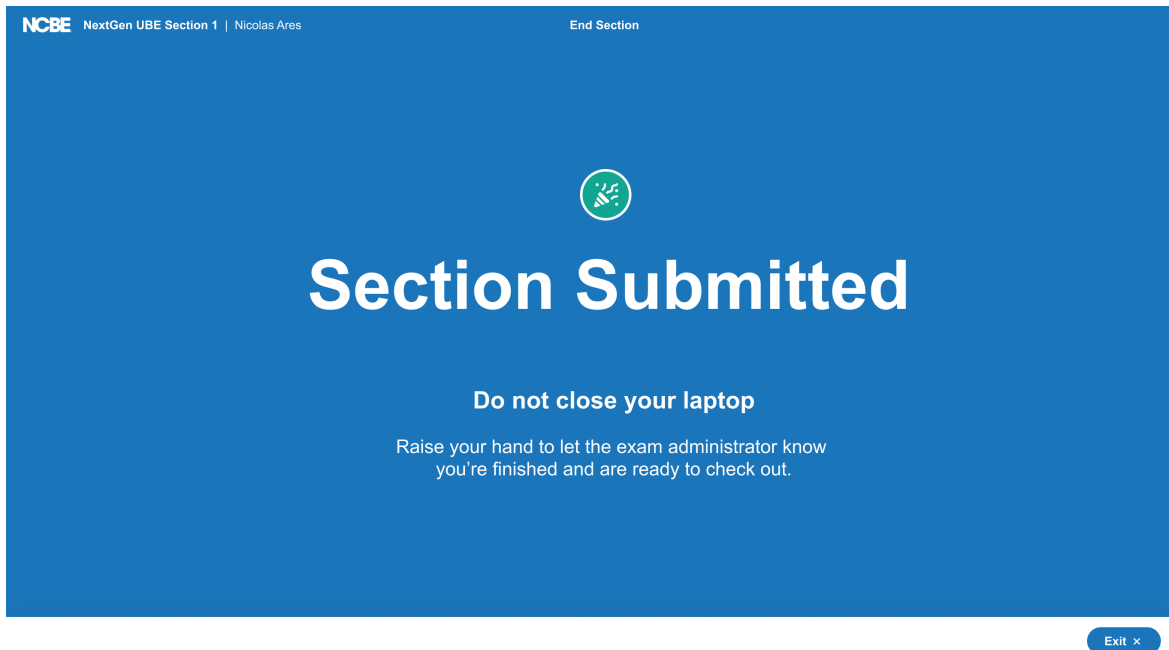
A 10-minute warning should be provided. During the final 10 minutes, examinees should not be permitted to leave the room.

If some examinees continue testing due to technical delays, all examinees should remain seated quietly to allow for completion.

Exam Completion and Dismissal

At the conclusion of a section, it is important to confirm that all responses have been successfully submitted before dismissing examinees.

Each examinee should reach the “Section Submitted” screen and raise their hand. A proctor should verify the screen before the examinee closes their device or leaves their seat.



If an examinee closes their device before having their submission validated, the proctor should ask that examinee to go to the front of the room and ask the room lead to confirm on the Exam Day Portal that their data have been submitted.



Examinees should not be dismissed until submission has been confirmed.

Once all examinees have completed the section and submission is verified, dismissal should be conducted in an orderly and controlled manner to maintain the integrity of the testing environment.

NCBE Administrator Portal

Technical Support Logout

Proctor Session Detail

SmithMainHall_Section1

Rename Delete Return

Session Number: 4667-65

NextGen UBE JUL 26 Section 1

Generate New Session Number

Session Overview

All Approved (20)
Testing Online (0)
Testing Offline (0)
Inactive / Paused (0)
Break / Security Screen (0)
Completed (20)
Filter by Seat, Name, or NCBE Number

Directions

1. **Launch the Browser:** Ask candidates to open the NCBE Secure Browser.
2. **Log In:** Candidates should enter their NCBE Number, Last Name and the Session Number to log in.
3. **Approve Candidates:** Once all candidates are logged in, compare the total number of candidates "Waiting for Approval" with the total number of candidates in the exam room.
 - If the counts match, click the "Approve All" link to start the exam.
 - **Warning:** If the in-room attendance and "Waiting for Approval" counts do **NOT** match, do **NOT** approve any candidates. Refer to the Proctor Exam Day Instruction Page for next steps.

Approve All | Deny All

Waiting for Approval (0)

Last NameFirst NameNCBE NumberActions

After logging in, candidates will need to be approved for testing. Candidates who are waiting for your approval will appear here. This section will automatically update. Currently, there are no candidates waiting for your approval.

Approved (20)

Seat	Last Name	First Name	NCBE Number	Time Remaining	Break Time Remaining	Current Location
001	Alden	Acadia	12345678	0m	--	Completed
002	Ares	Ares	87468957	0m	--	Completed
003	Driscoll	Driscoll	39842567	0m	--	Completed
004	Carven	Angelina	12345678	0m	--	Completed
005	Doe	Jess	12345678	0m	--	Completed
006	Gambio	Harry	12345678	0m	--	Completed
007	Fogarty	Christian	12345678	0m	--	Completed
008	Smith	John	12345678	0m	0m	Completed
009	Thompson	Michael	12345678	0m	--	Completed
010	Ianelli	Gina	12345678	0m	--	Completed
011	Christianson	Joseph	12345678	0m	--	Completed
012	Holbrooke	Kathleen	12345678	0m	--	Completed
013	Jones	Acadia	12345678	0m	--	Completed
014	Kerning	Assan	12345678	0m	0m	Completed
015	Broderick	Phillip	12345678	0m	--	Completed
016	Byers	Sydney	12345678	0m	0m	Completed
017	Grahm	Jane	12345678	0m	--	Completed
018	Gavron	Kyle	12345678	0m	--	Completed
019	Prima	Nicholas	12345678	0m	--	Completed
020	Mackley	Lynn	12345678	0m	--	Completed

6. Communication and Escalation Protocols

Clear communication and timely escalation are essential to maintaining a stable and consistent administration. Most issues can be resolved quickly at the room level, but when they cannot, escalation ensures that the right people are engaged without delay.

This section outlines how information should flow during the administration and how issues should be elevated when needed.

Exam-Day Communication

Communication during the exam should be **direct, calm, and purposeful**. Staff should share information clearly with one another and avoid creating unnecessary disruption for examinees.

Within each testing room, communication should follow the established roles:

- Proctors communicate observations and issues to the room lead.
- Technical proctors communicate technical issues and status updates to the room lead.
- The room lead maintains overall awareness and coordinates next steps.

The room lead also serves as the primary point of contact with the NCBE site lead. This helps ensure that communication remains consistent and that decisions are made with full context.

When communicating with examinees, staff should

- provide clear, concise instructions;
- avoid speculation or unnecessary detail; and
- reassure examinees when delays or issues occur.

A calm and consistent communication approach helps maintain confidence and minimizes disruption.

Escalation Protocol

Most issues should be addressed at the lowest appropriate level. However, escalation should occur promptly when an issue cannot be resolved or when it may impact multiple examinees or the administration as a whole.

In general, escalation follows this path:

- Proctor → Room lead
- Technical proctor → Room lead
- Room lead → NCBE site lead

The NCBE site lead will coordinate with NCBE and technical support teams as needed.

Issues should be escalated when

- a technical issue cannot be resolved quickly at the examinee level;
- multiple examinees are experiencing similar issues;
- there is uncertainty about how to apply a policy;
- an irregularity may impact exam integrity or examinee performance; or
- a situation extends beyond a single room or requires broader coordination.

When escalating, staff should be prepared to describe

- what is happening;
- how many examinees are affected;
- what steps have already been taken; and
- the current status of the situation.

Timely escalation allows issues to be addressed efficiently while maintaining consistency across testing rooms and jurisdictions.

Coordination Across Roles

Effective administration depends on coordination across all roles. While responsibilities are clearly defined, the team operates as a unit.

Proctors and technical proctors should keep the room lead informed of developing issues, even when they appear minor. The room lead should maintain awareness

of both the room environment and system activity. The NCBE site lead should be engaged early when issues have the potential to expand or require policy-level decisions.

Strong coordination ensures that issues are addressed quickly and consistently, without duplication of effort or conflicting actions.

7. Post-Exam Processes

Once testing concludes, the focus shifts from administration to documentation, scoring, and reporting. While these processes occur after examinees leave the testing environment, they are critical to ensuring that scores are accurate, complete, and usable by jurisdictions.

Post-exam activities should be completed promptly and carefully. Delays or inconsistencies at this stage can affect scoring timelines and create avoidable follow-up work for jurisdictions and NCBE.

Administrative Closeout

At the conclusion of each testing session, jurisdictions must complete required administrative tasks to ensure that the administration is fully documented. This includes confirming attendance, documenting any irregularities, and ensuring that all required forms are completed and submitted.

Staff should verify

- which examinees were present, absent, or unable to complete the exam;
- that all irregularities have been recorded clearly and completely; and
- that any required reports or forms are submitted according to established procedures.

Even when issues appear minor, consistent documentation is important. These records may be reviewed later as part of scoring, examinee inquiries, or jurisdictional decision-making.

Grading and Scoring Process

The NextGen UBE uses a centralized scoring model designed to ensure consistency and comparability across jurisdictions.

Constructed responses are graded by trained graders using standardized rubrics. Jurisdictions may participate in grading, depending on their role in the process, and are responsible for ensuring that grading is completed according to established timelines and expectations.

Grading processes are designed to promote consistency. This includes

- use of common scoring rubrics;
- calibration and training for graders; and
- procedures for resolving scoring differences when they occur.

Selected-response questions are scored centrally, and all scoring data are submitted through the digital grading platform.

Score Calculation and Quality Assurance

Once grading is complete, NCBE performs the processes required to produce final scores.

These include

- **equating**, to ensure comparability across administrations;
- **scaling**, to place scores on a common reporting scale; and
- **score calculation**, combining performance across all components.

These processes are designed to ensure that scores are **valid, reliable, and comparable**, regardless of where or when an examinee tests.

Quality assurance procedures are applied throughout to identify and resolve any inconsistencies or anomalies before scores are finalized.

Score Reporting

NCBE provides official score reports to jurisdictions once scoring and quality assurance processes are complete.

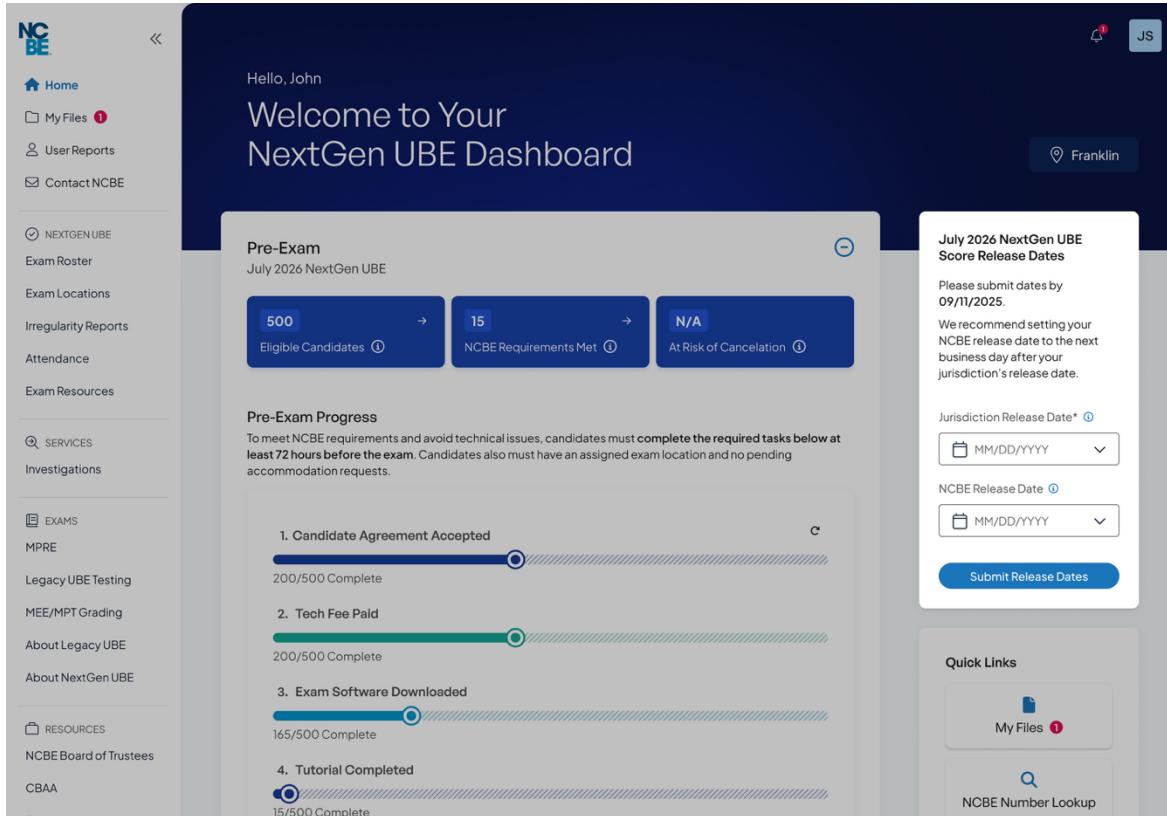
Jurisdictions are responsible for

- determining passing standards;
- making admissions decisions; and
- communicating results to examinees.

Score release timelines are established in advance and should be communicated clearly to examinees.

Examinee Access to Scores

Examinees receive their scores through jurisdiction-defined processes, and jurisdictions communicate with NCBE how they would like NCBE to manage score release.



Jurisdictions may choose how scores are communicated. Once jurisdictions approve NCBE score release, examinees are able to access their score history through the Candidate Portal.

- Home
- Document Center
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 - NextGen UBE
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 - MPRE Accommodations
 - About NCBE Exams
- SERVICES
 - Score Services**
 - Character & Fitness
 - Bar Exam Notification
- RESOURCES
 - NextGen UBE Study Aids
 - Legacy UBE Study Aids
 - MPRE Study Aids
 - BarNow

Score Services

NA

NCBE Score Services

Unofficial NCBE Exam History

View your available scores or request transcripts, reports, or score advisories

Bar Exams

The table below lists your bar exams. When you request a transcript, it will include all exams you have taken including any released scores not yet listed by NCBE. If an exam you took is not listed, select Add Missing Bar Exam below.

Exam Admin	Exam Jurisdiction	Exam Type	Date Posted	Total Score	MBE Scaled Score	Written Scaled Score
July 2026	Maryland	NextGen UBE	09/30/2026	630		
February 2023	Florida	MBE	04/13/2023		134	
July 2022	Alabama	Legacy UBE	09/08/2022	290	150	140

Please allow approximately two weeks after your jurisdiction's score release for NCBE to update your legacy UBE and MBE exam scores. For more information on scores, view the [Score transfer rules](#) and information on [MBE Score Advisories](#).

Add Missing Bar Exam
Request Bar Exam Score Service

MPRE

Only scores from 1999 and later are available. If an exam you took is not listed, select Add Missing MPRE Exam below. For more information view [MPRE passing scores details](#)

Exam Administration	Recipient Jurisdiction	Date Posted	Scaled Score
March 2026	Maryland	05/10/2026	110
August 2025	n/a	09/15/2025	60

Add Missing MPRE Exam
Request MPRE Score Service

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Privacy Policy
Cookie Settings
For character and fitness applicants, please view [A Summary of Your Rights Under the Fair Credit Reporting Act](#).

8. Constructed-Response Grading

Overview of Constructed-Response Grading

Constructed-response grading is the process used to evaluate examinee responses that require written analysis, application of legal principles, and development of a work product. Unlike selected-response questions, which are machine scored, constructed responses are evaluated by trained human graders using standardized scoring materials and defined performance criteria.

The grading model is criterion-based. Responses are evaluated against established expectations for performance on each item as documented in the scoring guides and represented by example responses, rather than in comparison to other examinees. This approach is designed to support consistency, fairness, and alignment with the skills being measured.

Constructed-response grading is a core component of the overall scoring process and is conducted following completion of exam administration and post-exam reconciliation activities.

Operational Model

Constructed-response grading is operationalized through a structured, multi-step process designed to ensure consistency, quality control, and visibility across the grading lifecycle.

For each constructed-response item, scoring materials are developed that define the evaluation criteria, describe expected performance characteristics, and provide guidance on how scores should be assigned. These materials serve as the foundation for all grading decisions.

Graders are selected and onboarded by jurisdictions in advance of grading. Graders new to NextGen complete question-type training designed to familiarize them with the format of the constructed-response exam questions. After each exam administration, all graders complete question-specific training, called grader workshops, for each question they are assigned to familiarize them with the scoring materials, the purpose of the task, and the application of scoring

standards. Calibration activities are conducted prior to and during grading to establish and maintain consistency across graders.

Grading is conducted within a dedicated digital grading platform. The platform supports assignment of responses, entry of scores, monitoring of grader activity, reconciliation, and management of quality-control workflows.

Each constructed response is independently evaluated and scored by two graders. If the difference between assigned scores exceeds an established threshold, the response is routed for additional review and resolution in accordance with defined reconciliation procedures. These thresholds differ by item type and the total number of points available for an item.

Throughout the grading process, progress and scoring activity are monitored to ensure timely completion and adherence to established standards.

Grading Workflow

The constructed-response grading process follows a consistent sequence of steps:

1. Scoring guides are developed for each constructed-response item, including scoring criteria and performance expectations.
2. Graders are selected, onboarded, and assigned to jurisdiction grading teams.
3. Graders complete both general and item-specific required trainings on scoring materials and grading expectations.
4. Calibration activities are conducted to establish scoring consistency across graders.
5. Examinee responses are assigned to graders within the grading platform.
6. Each response is independently scored by two graders.
7. Scores are evaluated against defined thresholds for agreement.
8. Responses requiring additional review are routed through reconciliation workflows.
9. Grading progress and completion are monitored through the platform.

This process is designed to support consistent application of scoring standards while maintaining oversight and control across the grading operation.

Supervisor Awareness and Responsibilities

While supervisors are not responsible for grading constructed responses unless they are separately assigned as graders, they should understand how the grading process fits within the overall exam lifecycle.

Supervisors should be aware that constructed-response grading occurs after exam administration and may extend over a defined grading window. They should also understand that grading is conducted centrally within a controlled platform environment and that all responses must be successfully captured and transmitted at the conclusion of exam administration to be included in scoring.

Any issues affecting response capture, transmission, or completeness must be documented and escalated in accordance with established procedures, as these may impact the grading process.

9. Score Portability

Overview

The NextGen UBE supports score portability, allowing examinees to transfer their scores between participating jurisdictions. This framework is designed to support candidate mobility while preserving each jurisdiction's authority over admission decisions.

Score portability is a core feature of the NextGen UBE, but its implementation is determined at the jurisdiction level.

Cancel Request x

Step 1

Step 2

Step 3

Bar Exam Information

The table below lists your bar exams. When you request a transcript, it will include all exams you have taken including any released scores not yet listed by NCBE.

Exam Administration	Exam Jurisdiction	Exam
July 2026	Maryland	NextGen UBE
February 2023	Florida	MBE
July 2022	Alabama	Legacy UBE

Request Service

Send Score to Jurisdiction

Choose where to send your bar exam transcript. If a jurisdiction is not listed in the drop-down menu, it does not accept transcript by NCBE. Review the [Score Acceptance Criteria](#).

Select Jurisdiction

Add to Cart +

[Add Jurisdiction\(s\) +](#)

Send Score to Me

Order a copy of your unofficial Bar Exam score transcript.

Add to Cart +

Send MPRE Score

Do you want to request a separate MPRE report and/or an unofficial MPRE transcript for an additional cost?

☐ No ☐ Yes

Next

Order Summary

Cart is Empty

Total

\$0.00

Place Order

NCBE has partnered with Authorize.net, a leading payment gateway since 1996, to accept credit cards safely and securely. NCBE will never store your credit card information. We will process your score services request only after your credit card is charged or a check with the confirmation page is received.

Score Portability

A portable score allows an examinee to use a score earned in one jurisdiction to seek admission in another jurisdiction, subject to that jurisdiction's policies. While scores are comparable across jurisdictions due to centralized scoring, jurisdictions independently determine their own policies about accepting transferred scores.

Jurisdiction Responsibilities

Jurisdictions are responsible for clearly defining and communicating their portability policies.

This includes

- whether they will accept transferred scores from other jurisdictions;
- the minimum score accepted for transfer; and
- any time limits on score validity.

Clear communication of these policies is important for both examinees and other jurisdictions.

Score Transfer Process

Score transfer is facilitated through NCBE.

Examinees who wish to transfer a score submit a request through NCBE systems. NCBE verifies the score and transmits it to the receiving jurisdiction. Jurisdictions should expect to receive Official Bar Exam Transcripts and supporting candidate information as needed.

Once a score is received, the jurisdiction applies its own admission policies to determine eligibility. NCBE is not responsible for whether a jurisdiction accepts a score and requires examinees to acknowledge that.

NCBE Cancel Request x

Step 1 Step 2 Step 3

Bar Exam Information

The table below lists your bar exams. When you have taken including any released scores not yet listed.

Exam Administration	Exam Jurisdiction
July 2026	Franklin
February 2023	Florida
July 2022	Alabama

Request Service

Send Score to Jurisdiction

Choose where to send your bar exam transcript. If a jurisdiction is not listed in the drop-down menu, it does not accept transcript by NCBE. Review the [Score Acceptance Criteria](#).

Alabama

Add to Cart +

Select Jurisdiction

Add to Cart +

Jurisdiction Score Acceptance Notice

The jurisdiction you selected may not accept NextGen UBE scores.

By selecting "Continue," NCBE will process your score transfer request. However, we strongly recommend that you first confirm with the receiving jurisdiction that your score will be accepted under its current policies. NCBE cannot guarantee acceptance of a transferred score, as eligibility is determined by each jurisdiction's specific rules and requirements.

Do Not Add Continue

Order Summary

Cart is Empty

Total \$0.00

Place Order

NCBE has partnered with Authorize.net, a leading payment gateway since 1996, to accept credit cards safely and securely. NCBE will never store your credit card information. We will process your score services request only after your credit card is charged or a check with the confirmation page is received.

Key Considerations

While portability supports flexibility, jurisdictions should remain mindful of

- the need for clear and consistent policies;
- alignment between passing standards and transfer thresholds; and
- communication with candidates regarding eligibility and expectations.

Although the scoring model ensures comparability, decisions regarding how scores are used remain fully within the jurisdiction's authority.

10. Concluding Guidance for Supervisors

The NextGen UBE is designed to be administered consistently across jurisdictions while supporting a modern, digitally delivered testing experience. This manual provides the structure, processes, and guidance needed to support that administration.

On exam day, however, not every situation will follow a script.

Supervisors and staff should approach the administration with a clear understanding of three core priorities:

- **Maintain consistency**
Procedures should be followed as written. Consistent administration supports fairness for examinees and ensures that scores are comparable across jurisdictions.
- **Protect exam integrity**
All decisions should preserve the security of exam content and the validity of examinee performance. When in doubt, prioritize actions that protect the integrity of the assessment.
- **Support a stable testing environment**
A calm, organized, and responsive environment allows examinees to focus on demonstrating their knowledge and skills. Clear communication and steady decision-making are critical.

When unexpected situations arise, staff should

- address the issue at the appropriate level;
- escalate promptly when needed; and
- document clearly and completely.

It is not necessary to resolve every situation independently. The administration model is designed to support coordination across roles, with clear escalation pathways to ensure that decisions are consistent and well-informed.

The successful administration of the NextGen UBE depends on preparation, coordination, and judgment. By following the guidance in this manual and working together across roles, jurisdictions can deliver an administration that is secure, consistent, and operationally sound.

Supporting Documents



[NextGen UBE Conditions of Use \[PDF\]](#)



[NextGen UBE Content Scope Outline \[PDF\]](#)



[NextGen UBE Blueprint \[PDF\]](#)



[Escalation Plan Guidelines \[PDF\]](#)



[NextGen UBE Accommodations and Pricing Guidelines \[PDF\]](#)



[Exam Day Quick Reference Guide \[PDF\]](#)