

NextGen UBE Verbal Instructions

Before Beginning

When all candidates are seated, close the testing room door.

Remind candidates:

- All personal items must be stored at the front or back of the room.
- Cell phones must be silenced or turned off.
- Plug in your laptop.
- Connect to Wi-Fi.
- Close all apps and locate the NCBE Secure Browser on desktop (NCBE logo icon) and launch.
- Enter your NCBE Number (without the “N”) and your last name (ensure your name is entered exactly as it was entered in your NCBE account, respecting spaces).

Opening Script – Read Aloud Fifteen Minutes Before Exam Start Time
Welcome to the NCBE NextGen UBE. We are now ready to begin. I will read important instructions and test procedures.

At your seat, you are permitted to have:

- Laptop and power cord
- Pencil and sharpener
- Scratch paper
- Earplugs
- Bottle of water

All other items must be stored at the front/back of the room including cell phones, which must remain on silent or turned off.

I will now read you the NCBE Copyright Notice and Policies.

By clicking Next on the first screen of the exam you are agreeing that you will not copy,

reproduce, retain, distribute, or otherwise disclose any questions, tasks, materials, responses, or other content from the NextGen Uniform Bar Examination by any means, or disclose such content to any unauthorized individual or entity before, during, or after the examination, whether orally, in writing, electronically, or otherwise. You acknowledge that the NextGen Uniform Bar Examination and its contents are owned by NCBE and protected by U.S. copyright laws, and that any unauthorized disclosure of its contents—in whole or in part—could result in civil liability, criminal penalties, cancellation of my test scores, denial of your bar application on character and fitness grounds, and/or other consequences, including disciplinary action if you have been admitted to practice law.

We'll now go over timing.

For candidates who have not been approved for any off the clock breaks or extended time:

- Each section of the test is three hours with no scheduled breaks.
- If you need to use the restroom, raise your hand for a proctor
- Before leaving for the restroom, click the Security Screen button on the left menu of your test browser – it is an icon of a lock. Click “Resume Exam” when you return.
- Your timer will continue running during breaks — no extra time will be added.

For any examinee with an approved accommodation for stop the clock breaks:

- You will see an icon on the left side of the screen that resembles a pause button. When you need to stop your clock and take your break, select that icon.
- There will be a timer on your laptop that will begin to count down against your approved stop the clock break time for that section. This timer is different from your exam timer.
- If you reach an approved proctored lunch, return to your seat and stop your break time. When the proctored lunch begins the Room Lead will pause your exam and you will take your lunch break.

We will now discuss ending the exam.

- When you select End Section, you will see several confirmation prompts. Once confirmed, you cannot return to the section or review your answers.
- When you complete your exam you will see a screen that reads “Section Submitted.” When you see this screen, **DO NOT CLOSE YOUR LAPTOP.** The proctor needs to see this screen before you will be permitted to leave.

- Once you are on the “Section Submitted” screen, raise your hand and a Proctor will verify you have successfully submitted the section.

We are now going to go through the system set-up steps.

At this time:

- Your device should be plugged into a power source.
- You should have all non-NCBE Secure Browser applications on your device closed.
- The NCBE Secure Browser should be open.
- You should have entered your NCBE Number (without the “N”) and your last name. Please raise your hand if you are not on the “Enter Session Number” screen.

Now enter the Session Number. Remember to include the hyphen in the Session Number when you enter it *[Read number aloud - also write on the board]*.

Then you should see “Waiting for Proctor Approval.” Raise your hand if you do not see this screen.

Once all examinees are on the “Waiting for Proctor Approval” screen, I will admit all to the exam. You will see a five second countdown timer, at the end of those five seconds the exam will begin.

- *[If section one]* In this section you will see the Candidate Agreement screen
- You will then see the instruction screens.
- For section 1 only, you will have 5 minutes to review the agreement and instructions. You must remain in the instruction screens for the full five minutes – you cannot start early.
- After 5 minutes, the multiple-choice question instructions will appear, and your three-hour timer will begin.

A few final reminders before we get started:

- Raise your hand if you have any issues during testing.
- You are not permitted to close your laptop during the exam. If you step away enable the security screen to protect the content. Do not close your laptop.
- Are there any questions before we begin? *[Answer questions]*

[ONLY if counts in room and in the waiting room don't match and the discrepancy

can't be resolved, ask examinees to click Exit, and start again with a new Session Number.]

There is an issue with the counts in the test waiting room and the number of people in the room. I am going to ask everyone to click EXIT and start again.

[ONLY If the number of people in the waiting room matches the number of people sitting in seats.]

I will now approve all examinees.

[Confirm all candidates have logged in and click Approve All]