

## PROCTOR FAQs

*Proctor applicants are encouraged to review the Proctor FAQs, Proctor Duties and Qualifications and all relevant information regarding the Maryland bar exam before applying to be a proctor.*

### Proctors

1. What is the process for becoming a table proctor for the Maryland bar exam?

Proctor Application: Applications must be filled out completely, signed and mailed to the State Board of Law Examiners at 2011-F Commerce Park Drive, Annapolis, MD 21401, or emailed to SBLE@mdcourts.gov.

#### Prior Proctor Applicants

Proctors who have previously filed an application with the SBLE will receive e-mails soliciting their interest in and ability to serve as a proctor for upcoming exams.

#### Supplementing an Application

All application materials must be supplemented if (a) any information in the proctor's application changes (mailing address, email address, phone, criminal history, employment history, etc.) or (b) if a new application is requested by the State Board of Law Examiners "SBLE".

2. What are you looking for in proctors for the Maryland bar exam?

Given the importance of the exam to the candidates, the Court of Appeals, and the legal community, the Board is looking for proctors with a sincere desire to be a positive member of a team dedicated to administering fairly, accurately and timely the entrance exam for all aspiring attorneys in the State of Maryland. Proctors must be willing to focus their efforts for two full days plus an additional two hour training session with the concerted goal of making no mistakes and not causing any distraction to the exam takers.

3. I filed my application to be a proctor. When will I be contacted?

For applicants that meet the requirements for consideration (filled out completely and returned application or postcard AND meet the proctor requirements and responsibilities), the applicant may be contacted for an interview.

4. I applied last week to be a proctor. When will I find out if I'm selected?

Proctors invited to work on a particular exam will receive notice in mid-January (for February exams) and mid-June (for July exams). In some cases, selections may be extended to the second week of February and July if circumstances dictate the need to extend the selection time period.

5. I was not selected to be a proctor for the upcoming bar exam. Why?

You may not have been selected because there were more qualified proctor candidates for a particular exam session. February exams require less proctors than July, for example.

Also, proctor applicants who have worked past bar exams may have demonstrated through their actions that they lack the requirements and/or responsibilities to continue to be invited as a proctor. Bar candidates, Board staff, and supervisory proctors provide feedback about proctor performance.

6. I have always proctored the Maryland bar exam. Am I guaranteed a proctor spot?

No proctor, new or experienced, is guaranteed a spot for any given bar exam. Decisions will be made based on the proctor candidate's experience (including experience proctoring the Maryland bar exam), availability, reliability, attitude, and slots available to be filled.

7. I filled out an application last year. Do I need to fill out another one?

No. After a correct and complete application is received, no further application is required.

However, all application materials must be supplemented if (a) any information in the proctor's application changes (mailing address, email address, phone, criminal history, employment history, etc.) or (b) if a new application is requested by the SBLE.

8. Why do some proctors work half a day and some work four (4) days?

Within a particular bar exam, there are different applicant groups being served. The General Bar exam for non-attorneys is a two (2) day exam. However, exam takers who have disabilities may be granted test accommodations which extend their test days from two (2) to four (4) days. The Out of State Attorneys exam is a three hour test (1/2 day).

While proctor applicants may indicate a preference (General Bar, Accommodations, Out of State Attorneys), proctor selection will be based on the need of the Board to find the best match of proctors to applicant groups and not the individual preferences of the proctor.

### **Supervisory Proctors and Human Readers**

In addition to table proctors, the Maryland Bar Exam also requires Supervisory Proctors and, on occasion, Human Readers. (*Supervisory Proctors*) Supervisory proctors are responsible for overseeing a set of proctors to ensure that all bar examination protocols are followed and to assist proctors and applicants as problems arise. Supervisors serve under the authority of the Site Directors. (*Human Readers*) Human Readers are specialists whose sole purpose is to read Maryland bar examination materials to applicants requiring Human Readers. Additional screening and training is provided to any proctor selected to serve as a Human Reader for the bar exam.