

## **SCHEDULE FOR PREPARING MARCH 28, 2020 BAR EXAM**

*Application Submission Deadline: **Tuesday, January 28, 2020***

Step 1A. **Not Later than Eight Weeks Prior to Exam – Friday, January 31, 2020.**

The Chair of the Admissions Committee will have coordinated with the NNBA Staff to review the following schedule and will have sent an email to all Committee members stating the dates of each of the following events. The email will be sent on the Friday eight weeks prior to the Bar Exam.

Step 1B. Committee members select a topic and email their selections to all other Committee members. The emails will be sent on Friday eight weeks prior to the Bar Exam. Topics are listed in the NNBA Bylaws, §V.D, and can be viewed on the website.

Step 2A. **Not Later than Seven Weeks Prior to Exam – Friday, February 7, 2020.**

The Chair of the Admissions Committee will send an email to the Chair of the Training Committee notifying him or her of the topics that will be tested on Friday seven weeks prior to the Bar Exam.

Step 2B. The Chair of the Admissions Committee, in consultation with the Chair of the Training Committee and NNBA Staff, will have confirmed that the outlines for the topics selected are included in the training materials distributed to examinees. Questions must be based on the outlines that are included in the training materials. Only issues that are covered in the outlines are “fair game” for the exam questions.

Step 3A. **Not Later than Six Weeks Prior to Exam – Friday, February 14, 2020.**

First drafts of exam questions and answers are emailed to all other Committee members not later than six weeks prior to the Bar Exam. First and all subsequent drafts should be prepared in accordance with formatting rules of the Admissions Committee.

Step 3B. Each Committee member shall determine who is presenting on his or her topic at the Navajo Nation Bar Review Course and shall contact that person by phone or email. The Committee member shall advise the presenter of the general issues that will be tested and will confirm the topic outline to be used and distributed by the presenter.

Step 4. **Not Later than Five Weeks Prior to Exam – Friday, February 21, 2020.**

By Friday five weeks prior to the Bar Exam, each Committee member will have reviewed all of the other Committee members’ questions and answers and will have emailed comments, corrections, edits, and suggestions to the other members individually. There is no reason to copy all Committee members on all emails. For example, Committee member A’s comments to Committee member B’s question should be sent only to Committee member B, not to all Committee members.

***\*\*Notice of Eligibility/Ineligibility (NNBA Bylaws, §V.C): Thursday, February 27, 2020***

Step 5A. **Not Later than Four Weeks Prior to Exam – Friday, February 28, 2020.** Committee members make corrections and changes to their own questions and answers based on the feedback that they received by email from other members (Step 4, above). Committee members email their revised questions and answers to all other Committee members no later than Friday four weeks prior to the Bar Exam.

Step 5B. The Chair of the Admissions Committee will make arrangements for at least two Admissions Committee members to proctor the Bar Exam.

Step 5C. The Admissions Committee holds an in-person meeting at 10:00 a.m. (Navajo Nation time) on the Friday four weeks prior to the Bar Exam. Members may appear telephonically upon a showing of substantial hardship such as out-of-state travel, family emergency, or court hearing. The Chair will coordinate with the NNBA Staff to schedule the meeting, set up a phone conference, if necessary, and send an email reminder (with phone conference information) to all Committee members three days prior to the meeting. The purpose of the meeting is to make any additional comments, corrections, edits, and suggestions.

Step 6. **Not Later than Friday Three Weeks Prior to Exam – Friday, March 6, 2020.** Committee members make corrections and changes to their own questions and answers based on the feedback that they received at the meeting from other members (Step 6C, above). The revised questions and answers are then circulated to all other Committee members no later than Friday three weeks prior to the Bar Exam.

Also, at this time the NNBA Staff will send email confirmations and proctoring packets with instructions to each of the proctors.

Step 7A. **Not Later than Friday Two Weeks Prior to Exam – Friday, March 13, 2020.** The Admissions Committee holds an in-person meeting and teleconference at 10:00 a.m. (Navajo Nation time) on Friday two weeks prior to the Bar Exam. Committee members may appear telephonically. The Chair shall coordinate with the NNBA Staff to schedule the meeting, set up a phone conference, and send an email reminder (with phone conference information) to all Committee members three days prior to the meeting. The purpose of the meeting is (1) to make final comments, corrections, edits, and suggestions; (2) allocate points to each question; and (3) determine the order of the questions to appear on the Bar Exam.

Step 7B. Committee members finalize their own questions and answers. By Friday two weeks prior to the Bar Exam, Committee members will email final questions and answers to the Chair of the Admissions Committee and NNBA Staff, sending them as two separate documents, i.e., one document that is the Question only and one document that is the Question and Sample Answers. The Sample Answers must be on a separate page. Caption the email as follows: "FINAL DOCUMENTS – Q & A".

Step 8. NNBA Staff downloads all final exam Questions. Upon review and finalization by the Chair, or designated Committee member, in the two week period prior to the Bar Exam, NNBA Staff prints sufficient copies of the exam Questions and compiles all other materials necessary for the administration of the Bar Exam. Also, during this time the NNBA Staff will re-confirm proctors for the Bar Exam.