



Licensing Examination Instruction Manual

Revised: May 2012

This document provides candidates with important information about the Licensing Examination process, procedures and sittings.

It is your responsibility to review this manual, the Licensing Process Guide to the Licensing Examinations and the Rules and Protocol documents available on line before sitting a licensing examination. Please check the web site often to ensure you have the most up-to-date information.

The Law Society of Upper Canada (“Law Society”) will not respond to questions about the content of the examination or the results beyond the pass or fail mark assigned.

General Information

- Candidates must conduct themselves in a professional and courteous manner at all times while at the Licensing Examination Site and comply with the Proctors’ requests.
- The Law Society will endeavor to ensure that the environment for writing the examination is optimal. Please be aware that, on occasion, candidates may be exposed to some minor distractions and/or temperature variations. It is recommended that candidates bring a cardigan or sweater (without a hood). **Outerwear is not permitted in the Testing Area and must be stored in the coat check provided by the venue.** Candidates who are easily distracted by noise should consider bringing earplugs.
- Every Licensing Examination begins promptly at the time indicated on the Information Sheet available online. Candidates must allow themselves sufficient time to arrive at the Examination Site and go through a registration process and a security screening check. All candidates must be in their assigned seats 30 minutes prior to the start of the examination. Instructions are provided 15 minutes prior to the start of the examination.
- The Law Society anticipates that the Licensing Examinations will proceed without incident. However, candidates must ensure they are available between 7:00 am and 7:00 pm on the day of each examination to accommodate unforeseen circumstances that may cause an extension to the published time to write the licensing examination.

Registration

- At each Licensing Examination Site, candidates must first report to the Registration Desk. **Candidates must produce their Law Society Licensing Process photo ID card** and sign the Registration sheet in the presence of the Registration Proctor in order to write the licensing examination.
- Once registered, the Registration Proctor will issue each candidate a wristband to be immediately secured on the candidate’s right wrist. The wristband must be worn for the duration of the examination. Candidates are not permitted into the Testing Area without their wristband.
- The Registration Desk will close 30 minutes before the start of the licensing examination. Candidates are advised to ensure they arrive in enough time to accommodate for the volume of candidates sitting the examination. Candidates who arrive more than one hour late will be denied entry to the Testing Area.

Security Screening

- Following the registration process, candidates will proceed to the designated Screening Area. The Licensing Examination Testing Area is a secure area and before entering the Testing Area, an unobtrusive visual inspection of personal items will be conducted by Proctors and staff of The Law Society of Upper Canada.
- Candidates may only bring those items specified in the Allowable Items section of The Licensing Examination Rules and Protocol into the Testing Area.
- Outerwear (including coats, jackets and hoodies), hats, scarves and gloves, as well as prohibited personal items, brought to the licensing examination will not be permitted in the Testing Area. These items must be stored with the coat check service provided by the venue at your own expense. **The coat check service is cash only.** Please refer to the Prohibited Items list provided in the Licensing Examination Protocol document. **The Law Society is not responsible for lost, stolen, broken or misplaced property and strongly recommends that candidates do not bring personal, valuable or non-examination items with them to the Licensing Examination Site.**
- Backpacks, luggage, tote bags, purses etc are not permitted in the Testing Area. Candidates may carry all examination study materials being brought into the Testing Area in **a disposable plastic bag, e.g. a grocery bag.** Proctors will inspect disposable bags, study materials and plastic food storage bags prior to a candidate's entry into the Testing Area. Once candidates are seated, a Proctor will collect and dispose of the disposable plastic bags.
- The Law Society suggests that candidates dress in layers to compensate for temperature variances within the Testing Area. **Hoodies are not allowed in the Testing Area.** Jackets, sweaters, sweatshirts, etc., which are removed during the examination, must be placed under the candidate's chair. No items are to be placed on the back of the chair at any time. Examination materials accompanying the candidate must be placed on the candidate's desk at all times. **Materials are not permitted on the floor.**
- **Hats, caps and headwear are not permitted in the Testing Area.** Objects worn, or brought into the Testing Area, because of the candidate's sincerely held personal religious belief, practice or observance will be permitted, **subject to prior notification of the Law Society.**
- After being cleared by Proctors, and upon exiting the Security Screening Area, candidates must proceed to their pre-assigned seat. Seat numbers are identified on each candidate's wristband. Proctors are available to assist candidates in finding their seat. Candidates who exit the Testing Area for any reason must undergo the security protocol again.

Licensing Examination Protocol

- To ensure the licensing examination begins on time, candidates must be registered and seated 30 minutes prior to the start of the examination. The Licensing Examination Package will not be distributed until all candidates are seated.
- **Each candidate's Law Society Licensing Process photo ID card** must be visible and accessible to Proctors at all times during the examination. It must be placed in the top right-hand corner of the desk or whichever corner is closest to the aisle. Proctors must verify a candidate's identity once seated and will have the candidate sign the Proctor Book.
- **The plastic storage bag containing personal items must remain under the candidate's chair during the examination.** Candidates may not access their storage bag during the examination except under the direct supervision of a Proctor. If a candidate requires an item from their storage bag during the examination, they must raise their hand and a Proctor will assist them. Candidates may retrieve their storage bag upon direction by the Lead Proctor at the conclusion of the examination.
- **No candidate may leave the Testing Area or leave their seat during the examination unless escorted by a Proctor.** If a candidate requires a restroom break, they must raise their hand and a Proctor will collect their examination materials and escort them to and from the restroom.

- The licensing examination is composed of two parts; each part is 3.5 hours. The Lead Proctor will keep time and tell candidates when to start and stop work. During the writing of the examination, verbal announcements will be made after 2 hours (120 minutes) have elapsed and a final one at 3 hours and 15 minutes (195 minutes). **Candidates may not open the examination booklet or begin work before instructed to do so by the Lead Proctor.**
- The Law Society provides each candidate with two pencils, a highlighter, a calculator and an eraser with which to complete the examination. Pencils must be used to complete the examination.
- All licensing examination questions have one best answer and have equal marking value. **Any question with more than one answer indicated will be deemed incorrect and no mark will be assigned. Only those answers recorded on the answer sheet will be scored.**
- The answer sheet is numbered from one to two hundred. However, there are less than 200 questions on each part of the licensing examination. Candidates should periodically check to see if the bubbles they are filling in correspond to their respective question numbers.
- Upon completion of the licensing examination, a candidate must raise their hand and remain seated until a Proctor has reviewed the candidate's answer sheet and examination booklet. The Proctor then collects all licensing examination materials and provides the candidate with an Exit Pass. **Candidates are not permitted to leave the Testing Area without presenting their Exit Pass to the Security Proctors.**
- Candidates are not permitted to leave the Testing Area until two hours have elapsed from the start of the examination. Candidates leaving the Testing Area early must be courteous and quiet for those still writing.
- Candidates who complete their licensing examination during the final 15 minutes of the time allotted must remain seated in the Testing Area until time is called and all Licensing Examination Packages have been collected.
- The examination study materials used by a candidate during the examination must remain on the candidate's desk.
- Candidates will be provided with a feedback form to alert the Law Society of any technical issues with the examination that may have been encountered. The feedback form is collected at the conclusion of the examination and will be reviewed post examination. The feedback form must be completed during the examination time allotment. Candidates may not remove the form from the Testing Area.
- When the Lead Proctor announces that time has expired, **all candidates must immediately cease writing, put down pencils and erasers and close the examination booklet.** You may not finish completing the feedback form at this time.
- If there is an emergency of any kind, candidates should remain seated and wait for instructions on how to proceed.

Licensing Examination Results

- Licensing Examination results will be posted in candidates' online accounts approximately six to eight weeks after the examination sitting.

Deferment

- If you would like to defer your Licensing Examination, please complete the *Change of Location/Time Request Form* on <http://rc.lsuc.on.ca/pdf/licensingprocesslawyer/general/lp18frmRequestChangeDeferment.pdf> and submit it to the Office of the Registrar.
- For any further information regarding the Licensing Examinations, please contact the Office of the Registrar at 416-947-3315.

- Notwithstanding any provision or requirement contained in this manual, a candidate who requires accommodation may request accommodation in accordance with paragraph 40 of the Law Society's Licensing Process Policies and the Law Society will provide accommodation to the candidate in accordance with the *Policy and Procedures for Accommodations for Candidates in the Licensing Process* established by the Professional Development Competence & Admissions Committee of the Law Society.