Legal Profession Admission Board of New South Wales

Examination Mode Options Summary

Information for Diploma in Law Students

Introduction

Students enrolled in the Legal Profession Admission Board (LPAB) Diploma in Law program must choose from three examination modes:

- Mode 1: Handwriting and Mode 2: Typing (Venue) can be selected during enrolment.
- Mode 3: Typing (Remote Online) is restricted to students who meet the criteria outlined in the Online by Exceptions Policy and have submitted an application that has been approved.

Mode 1: Handwritten Examination (Venue)

- Conducted at a supervised examination venue.
- Students complete the exam using pen and paper.

Mode 2: Typed Examination (Venue)

- Conducted at a supervised examination venue.
- Students use their own device and Examplify software to type their responses.

Mode 3: Typed Examination (Remote Online)

- Conducted at a remote location.
- Students use their own device and Examplify software.
- Continuous invigilation via Zoom.
- Requires a formal application and approval to be made immediately after enrolment. Students may only sit this mode if their application is approved.
- Please refer to the Online Examinations by Exception Policy for more information and eligibility criteria.

Detailed information about each examination mode is provided below.

Mode 1: Handwrite at a supervised exam venue

If you wish to handwrite your exam answers you must sit your exams in-person at a supervised exam venue.
You will be provided with a printed copy of the Exam Question Paper as well printed Exam Answer Booklets in which to handwrite your answers.

Important Consideration:

- You should practice handwriting legibly under exam conditions. If any part of your handwritten exam answers is illegible, the examiner will mark only the legible parts

Mode 2: Type at a supervised exam venue

Students opting to sit the exam via Mode 2 must use their own device (i.e. laptop) with Examplify installed prior to the examination. All Mode 2 exams must be completed in person at a supervised exam venue.

Examplify is a secure exam software that locks down all other applications on the device during the exam. It does not require a continuous internet connection once the exam has started. Examplify is widely used by institutions such as the NSW Bar Association and several Australian universities.

Before choosing this mode, ensure that you:

- Can supply your own laptop and take full responsibility for its functionality.
- Have confirmed that your laptop meets the minimum system requirements for the latest Examplify version.
- Have administrator rights on your laptop to allow installation and operation of Examplify software.
- Review the outline of what to expect when taking an exam with Examplify.

Important Considerations:

- You will receive a printed copy of the exam paper. You will not need to refer to any PDF attachments within Examplify.

- Power access will only be provided in critical or emergency situations, and only after a device has lost power. Subject to availability, students requiring power will be relocated to a designated seat. No additional time will be granted.
- You must complete the Examplify practice/mock examinations by the deadline communicated by the LPAB. Failure to do so will result in ineligibility to sit the examination via this mode.
- You are responsible for downloading the correct examination at least 48 hours before the scheduled start time. If you download the exam after this period and encounter any issues, support may be limited and cannot be guaranteed.
- If you do not have the exam downloaded when you enter the exam room, you will be required to handwrite.
- Exam supervisors will not provide technical support for Examplify or your device during the exam.
- If you experience technical issues that prevent you from completing the exam on Examplify, you must switch to handwriting for the remainder of the exam.
- No special consideration will be given if you need to switch to Mode 1: Handwriting.
- **All students using Examplify (Mode 2) must be prepared to handwrite their exam in case of technological failure. No extra time will be provided.**

Mode 3: Type at remote location (subject to prior approval)

If you are unable to attend a supervised exam venue in-person you may apply for prior approval to type your exam answers at a remote location using Examplify on your own device.

Examplify is a secure exam software that locks down all other applications on the device during the exam. It does not require a continuous internet connection once the exam has started. Examplify is widely used by institutions such as the NSW Bar Association and several Australian universities.

If your application is approved, you will need to consent to continuous recording during the exam of your webcam, microphone and computer screen.

You will be required to have a second device, such as a tablet or phone with sound and camera functionality to allow for live invigilation via Zoom.

Before making an application to sit via this mode, ensure that you:

- Meet the criteria outlined in the Online Examinations by Exception Policy.
- Can supply your own laptop and take full responsibility for its functionality.
- You have a Zoom capable secondary device such as a phone or tablet.
- Have confirmed that your laptop meets the minimum system requirements for the latest Examplify version.
- Have administrator rights on your laptop to allow installation and operation of Examplify software.
- Review the outline of what to expect when taking an exam with Examplify.

Approval to sit an exam remotely is only available in exceptional circumstances. **Applications should be made immediately after enrolment.** Students are required to select either Mode 1 (handwritten) or Mode 2 (typed examination in a venue) during enrolment. You should choose the mode and venue you intend to sit if your application for an online exam is later denied. For full eligibility criteria, please see the Online Examinations by Exception Policy.

Important Considerations:

- You require a stable internet connection for the duration of the examination.
- You must have access to a quiet, private location free from noise and interruptions in which to sit your examination.
- You will **not** have access to a hard printed copy of the examination paper any attachments to the examination paper must be viewed in Examplify.
- You are responsible for downloading the correct examination at least 48 hours before the scheduled start time. If you download the exam after this period and encounter any issues, support may be limited and cannot be guaranteed.
- If the exam is not downloaded when you enter the Zoom room, no additional time will be provided to complete the download.
- You must complete the Examplify practice/mock examinations by the deadline communicated by the LPAB. You will not be eligible to sit the examination if you do not complete the practice/mock examinations.

- You are required to attend a Zoom training session; you will not be eligible to sit the examination if you do not attend.
- If there is a technology failure on the day of the exam, no alternative exam will be available.
- No adjustments will be made for candidates in different time zones. All examination times are scheduled in Australian Eastern Standard Time (AEST).