

Board of Bar Examiners Volunteer Position Description

Position summary:

The WSBA Board of Bar Examiners grades the written answers on the bar examination and reviews and edits the subject matter outlines and test questions for the Washington Law Component.

Requirements and Time Commitment:

- Attend at least one of the two annual three-day grading conferences held in mid-March and mid-August in-person at the WSBA offices in downtown Seattle.
- Attend one-day mandatory NCBE grading workshop prior to grading conference; either remotely or travel to Madison, WI.
- Attend half-day Board of Bar Examiners training upon appointment, prior to grading conference; in-person at the WSBA offices.
- Review and edit a subject matter outline and related multiple choice questions for the Washington Law Component once every other year.
- Be an active member of the WSBA.
- Accept appointment to the Board for a four-year term.

Benefits:

- Valuable public service and opportunity to serve the legal community.
- Opportunity to travel to Madison, WI to meet with other bar examiners from across the country at the mandatory grading workshop with the National Conference of Bar Examiners (NCBE).
- Networking opportunities with graders in Washington during in-person training sessions and grading conferences.
- Stipends are awarded to examiners who complete a grading assignment.
- Stipends are awarded to examiners who complete a review of a subject matter outline and related test questions for the Washington Law Component.

Preferred qualifications and skills:

- Ability to work independently and as a team during the grading conferences.
- Ability to score selected exams before the grading conference, work with grading partner at the beginning of the conference to calibrate scoring, and collaborate with partner during grading to maintain calibration.
- Ability to sit and review written exam answers on a computer monitor for long periods of time.
- Ability to become familiar with and use exam grading software.
- Willingness to devote uninterrupted time during the grading conference to grade the exam answers until completed.
- Ability to work efficiently to complete grading a high volume of exams, while paying attention to detail to ensure exam answers are graded accurately and consistently.
- Ability to maintain strict confidentiality

About the Board of Bar Examiners and the Washington Bar Examination

The Board of Bar Examiners grades the Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) answers for the Uniform Bar Examination (UBE), and produces the content for

the Washington Law Component test under the direction of the Board of Governors, in accordance with the Admission and Practice Rules as approved by the Washington Supreme Court.

The UBE is administered over two days, consisting of six MEE questions and two MPT questions on the first day, and the Multistate Bar Exam (MBE) on the second day. The MBE is a multiple choice exam. The MBE is scored by the National Conference of Bar Examiners and the MEE and MPT are graded by the Board of Bar Examiners. The grading is completed over the course of one long weekend at a grading conference held in mid-March and mid-August in Seattle. After the grading conference, the MEE and MPT scores are scaled to the MBE, with the MBE weighted 50%, the MEE 30%, and the MPT 20%.

The winter exam requires a total of 10 examiners to grade the MEE and MPT and the summer exam requires a total of 18 examiners. Each examiner must attend the mandatory scheduled NCBE grading workshop in person, by teleconference, or by review of the conference video prior to grading the exams.

The Washington Law Component (WLC) consists of 15 subject matter outlines and related multiple choice questions. The WLC educates applicants about areas of law that are unique to Washington or substantially different from the general law covered on the UBE. The WLC includes an online, open-book test that applicants must pass with a score of 80% or higher prior to admission to practice law. The Board of Bar Examiners reviews and edits the outlines and test questions on a regular schedule.

Reimbursement Policy: Reasonable travel expenses may be reimbursed per the WSBA Expense Reimbursement Policy.

Selection and Appointment Process: Candidates are vetted by a nomination team including the Board chair and vice-chair, staff liaison and the liaison from the Board of Governors. The Board of Governors makes the appointments.

How to Apply: An application and instructions are available online at www.wsba.org/joincommittee. If you have any questions about the application form, email barleaders@wsba.org.