



Republic of the Philippines
Supreme Court
Manila

OFFICE OF THE 2022 BAR CHAIR

BAR BULLETIN NO. 9, S. 2022

GUIDELINES AND RULES OF CONDUCT FOR THE 2022 BAR EXAMINATIONS

Pursuant to the Court's desire to serve the interest of Bar examinees and contribute to their success in the 2022 Bar Examinations, the Office of the 2022 Bar Chair issues these Guidelines to advise examinees on how best to approach the 2022 Bar Examinations. The Guidelines contain the rules of conduct that examinees should observe during the examinations for their orderly implementation, taking into account not only their interest, but also those of the Local Testing Centers (LTCs), the Bar personnel, and the public.

All examinees should read the Guidelines thoroughly as part of their preparations for the Bar Examinations.

PREPARING FOR THE BAR EXAMINATIONS

Coverage of the Bar Examinations

The coverage of the 2022 Bar Examinations is precisely defined in the Syllabi under Bar Bulletin Nos. 2 and 2-A (with a separate syllabus issued for every Bar subject), which have been previously published and uploaded in the Supreme Court website. As stated in each syllabus, "only laws, rules, issuances, and jurisprudence pertinent to these topics as of **June 30, 2021** are examinable materials within the coverage of the 2022 Bar Examinations."

In addition, as further clarified in Bar Bulletin No. 2-A, all other repealing laws which are effective as of June 30, 2021 shall be covered, regardless of the existing nomenclature of the legal concepts, the Rule titles, and other similar statutory headings.

Managing the Examinations

The Bar Examinations are qualifying licensure examinations that test the examinee's knowledge of fundamental legal principles and basic skills required of an entry-level lawyer in the Philippines.

Performing well in the Bar Examinations requires a good understanding of the basic principles of law and of relevant jurisprudence, as well as an adequate ability to understand and communicate in the English language.

Proficiency in English comes from the examinees' accumulated study of, and experience in, communicating in this language. Knowledge of law, on the other hand, is based on years of study in law school and in the Bar review classes. To pass the Bar Examinations, the examinees need to exert effort to be as precise as possible in their knowledge of the law and in communicating this knowledge of the law in their answers.

Exemplify and Sample Examinations

As mentioned in Bar Bulletin No. 6, the exam delivery software to be used for the 2022 Bar Examinations shall be Exemplify. Examinees are expected to know how to download, take, and submit exams through Exemplify before the actual Bar Examinations. Examinees should ensure that Exemplify has been installed and registered under their Supreme Court-provided accounts on the laptops they will bring to their chosen LTC. The laptop will serve as their examination booklet.

Examinees should also ensure that they have installed the correct version of Exemplify (*i.e.*, unless otherwise announced, version 2.9.6 for Windows OS laptops, or 2.9.2 for macOS laptops) before the Bar Examinations. If an examinee has not yet updated his or her Exemplify to the recommended versions, s/he will be prompted to do so before s/he can begin the Bar Examinations. **No time extensions will be given to make up for lost time due to the need to update.**

Examinees are also required to complete all the Sample Examinations by 11:59 p.m. of October 21, 2022. Examinees are required to take two (2) Sample Examinations (*i.e.*, Sample Examination 1 and Sample Examination 2, whether synchronous or asynchronous) to ensure that they are familiar with Exemplify's features and functions, as well as to confirm the compatibility of the examinees' laptops with Exemplify. When an answer file has been successfully uploaded, Exemplify shall display a green confirmation screen. A confirmation notice will also be sent to the examinee's Bar PLUS-registered e-mail address. Examinees may further confirm the successful upload of their answer files to the Sample Examinations on their Exemplify dashboard, and in the Exam Takers portal, under the 'History' tab.

The Court will not entertain any requests for confirmation of successful uploads of the Sample Examinations, and will not send individual reminders to

examinees who have not submitted at least one answer file for each Sample Examination.

Examinees who do not know how to navigate Exemplify will not be given assistance for this during the Bar Examinations. Thus, examinees must make sure that they have completed the Sample Examinations, so that they may be familiar with Exemplify's features and functions. Examinees who have not completed both Sample Examinations prior to the first Bar Examination day may be allowed to complete at least one of the Sample Examinations at the start of the morning exam. The time taken to complete the Sample Examinations will be deducted from their allotted time in answering the examination questions. No extensions shall be given.

General Tips in Answering the 2022 Bar Examinations

1. For the 2022 Bar Examinations, all questions will be essay-type. There may also be sub-questions. If a question contains sub-questions, the examinees must make sure that all of them are answered by marking their answer separately with "(a)" followed by the answer, then "(b)" followed by the corresponding answer, and so on.
2. After entering the exam password, examinees should read and examine the **pre-assessment notices** which will be flashed on the screen as they are allowed to begin the examinations. Examinees do not need to wait at the orange STOP screen and blue exam START confirmation screen.
3. After reading the pre-assessment notices, examinees should plan their answering time and accordingly pace themselves. For each Bar Examination day, four (4) hours will be allotted for the morning exam and three (3) hours for the afternoon exam, with the questions having been formulated to be answerable within such time, with an allowance for the examinees to review their answers.
4. Examinees may answer the questions in any order. Although there is only one set of questions per subject for all examinees, the questions will appear in random order per examinee.

Examinees are allowed to highlight any part of the question/s, flag any questions, and type notes into a digital notes box. They may move on to the succeeding questions to not waste precious time and later return to those initially marked questions. All highlights, flags, and notes will not be visible to the Office of the 2022 Bar Chair or the examiners.

5. Once an answer file is submitted, it may no longer be modified. **Examinees must therefore ensure that all questions have been answered before submitting their answer files.** Exemplify will also warn examinees if they have left any questions unanswered before they submit their answer files.

6. Upon request, examinees may be given a blank sheet of paper which they can use for their handwritten notes during the examinations. Examinees must bring their own pens as they will not be provided one by the personnel on site.
7. All submissions of answer files are presumed to be deliberate. **There is no facility for undoing or reversing an upload of an answer file.** Examplify will not automatically upload answer files at the expiration of the time limit per exam. Thus, all examinees must ensure that they have answered each exam to their satisfaction within the allotted time before submitting their answer files. Examinees are advised that closing an exam will trigger the submission of the answer file, and they may seek assistance from Proctors if there is any doubt that an action will cause an answer file to be submitted.

Some Tips in Answering Essay Questions

1. Read each question carefully and fully, and pay attention to the instructional words used in each question. Examples of instructional words are: *explain, argue, compare, contrast, define, decide, and distinguish*. The answers should respond to what these words exactly require. Reading thoughtfully and thoroughly is a requisite skill in the legal practice and examinees must read the question with utmost care, and **focus** on responding to what each question is actually asking. Do not answer your own questions. As well, see to it that you understand the question and respond to it in the context of the subject matter under which it is being asked (*e.g.*, do not answer a civil law question with a political law answer).
2. Ensure that your answers demonstrate your ability to analyze the facts, apply the pertinent law and jurisprudence, and arrive at a sound and logical conclusion. A mere “yes” or “no” answer, without any corresponding explanation or discussion, will not be given full credit. Thus, examinees must always briefly but fully explain the basis of their answers. Effective communication is another core competency for lawyers, and examinees must endeavor to convey their ideas through legal reasoning that is correct, concise and as clear as possible.
3. When a question asks for the resolution of a specific legal problem, your task is to provide the resolution called for by the question, with sufficient explanation as to how the conclusion was arrived at. Note that in each question, the examiner can give partial credit if the answer is well-written and logical even if the conclusion is not accurate. Take caution, however, that the use of the “shotgun” approach in answering questions may not be the best strategy, as it may indicate a lack of specific knowledge about the questions.
4. After reading and understanding each question, and to aid the organization of your answers, we suggest that your first draft an outline of proposed

answers on the scratch paper provided or in the digital boxes in Exemplify. However, please make sure that the Essay Editor box contains your final answer.

5. To help the examiner assess the answers, you can provide transitional devices to structure your answers, including: *first, second, next, finally, on the other hand, consequently, furthermore*, and the like.
6. Always proofread your answers. Since the exams also test the examinee's writing ability, you should spend sufficient time reviewing your answers, editing mistakes in grammar and punctuation, checking for misspelled or missing words, and omitting needless ones.
7. Please make sure that no distinguishing marks are made, and that no extraordinary formatting is used in your answers. The [FAQs on the Digitalized Examinations for the 2022 Bar Examinations](#) and the [2022 Bar Examinations Exemplify Manual](#) already provided to you include instructions to ensure that the prescribed type format—Times New Roman at size 14—is followed.

Do not use any specific name when it is not called for in the question. Do not write a mantra, motto, religious or spiritual prayer, special plea addressed to the examiner or the Bar Chairperson, or any other such extraneous text. This will be classified as cheating, and may be a ground to disqualify the examinee from the entire Bar Examinations.

8. Take a deep breath before starting. Calm yourself. Focus.

THE ACTUAL BAR EXAMINATIONS

General Protocols Before the Examinations

1. To manage the volume of downloads and maintain the integrity of the Bar Examinations, the exam files for the morning and afternoon subjects shall be made available for download on the Exemplify dashboard **twenty-four (24) hours** before the start of each Bar Examination day. **Examinees must download both exam files only on the laptop they intend to use for the Bar Examinations. Only one (1) download of each exam file shall be allotted for each examinee.**

Examinees may download both exam files in the comfort of their homes, while in transit, or at their assigned examination room in their LTC. However, examinees may not use their devices to download the exam files while they are in line for the security process in the LTCs. Thus, all examinees are reminded to plan ahead and manage their time wisely.

Examinees who fail to download both exam files during the designated download time will be given a download period after the start of each exam. The time taken to download the exam files will be deducted from their allotted time in answering the questions. No extensions shall be given.

2. Examinees will not be able to open the exam files until the password for each exam has been transmitted by the Bar Chairperson to the LTC before the start of the exam. Do not attempt to crack the password. **Any attempts to do this will be considered cheating.**
3. As a general rule, gates in all LTCs will be open for examinees by 5:30 a.m. and will close at exactly 7:00 a.m. Some LTCs may designate an earlier opening time. Examinees may coordinate with their Venue Examinee Supervisor if they have questions on this matter. After the gates are closed, late examinees will not be allowed to enter without the permission of the Bar Chairperson or the Bar Chairperson's authorized representative.
4. **Examinees are encouraged to arrive early at their LTCs, as there will be four different security stations which they will need to go through before proceeding to their examination rooms.** This is in addition to the security protocols that some LTCs may implement at the campus gates, the details of which shall be communicated to the examinees by their Venue Examinee Supervisors.
5. The first security station will be the Health Check, which will include the temperature check and the verification of the vaccination cards or antigen/RT-PCR test results. Kindly note that certain localities or LTCs may also require the submission of duly accomplished health declaration forms. Appropriate instructions will be communicated to the concerned examinees by their Venue Examinee Supervisor.
6. The second security station will be the Identity Verification, which will include the checking of the Notices of Admission. Security will verify if the examinee is at their correct LTC according to their Notice of Admission.

Examinees will be asked to remove their masks, for five seconds at most, to verify if they match the photo on their Notice of Admission. The verification shall be done from a one-meter distance.

The Office of the Bar Confidant will distribute plastic holders and lanyards for the examinees' Notices of Admission on the first Bar Examination day at this security station.

Examinees should always wear their Notices of Admission prominently displayed on their chests. This shall serve as their passes to LTC, as well as their assigned building and examination room. Examinees

should avoid losing this as its absence can bar them from admission into the LTC.

7. The third security station will be the Security Inspection. The bag containing the examinee's personal belongings or the laptop bag will be separately checked. To speed up the security process, examinees are required to place their personal belongings in a clear or transparent bag. While the laptop bag or sleeve need not be transparent, this must only contain the laptop, its charger, and other permitted digital devices, which will be used by the examinee for taking the examination. The rest of the examinee's personal belongings must be placed in the clear or transparent bag.

Only one laptop, one charger and one two-pin type A plug adapter, as well as those optional items listed in the FAQs on the Digitalized Examinations for the 2022 Bar Examinations, will be allowed inside the examination room. **All other digital devices, chargers, extra batteries, watches (whether smartwatches, digital, or analog), and other prohibited items will be deposited with the security.** Examinees may claim them only after the afternoon examinations, before exiting the LTC.

To reduce inspection time prior to entry into the LTC, examinees are advised to limit the devices that they will bring. Some of these optional devices may be kept inside the bags only as their use may be limited by the desk space and power outlets in the LTCs.

8. The examinee must also submit their digital devices to a Technical Inspection. Examinees must place their required and allowed devices on the technical inspection table and ensure that there are no prohibited devices or accessories left inside the laptop bag or sleeve.

The external components of the laptop must **not** be marked, configured, or decorated in any way that may raise concerns of dishonesty or may be distracting to the staff and other examinees. **Examinees are advised to dress down their laptops in advance of the Bar Examinations by removing or covering such marking or decoration.** At the security staff's or proctors' discretion, examinees may be required to temporarily cover any distracting or suspicious markings or decorations on their laptops during the examinations.

All other peripherals and accessories are not allowed to be brought into the LTCs, and will be confiscated by the security staff upon entry, for return only upon the examinee's exit from their LTC at the end of the Bar Examination day.

9. The final security station will be the body frisking. All prohibited items found on the examinee's person will be deposited with the security before examinees proceed to their assigned examination rooms.

10. **Bringing deadly weapons inside the LTC disqualifies the examinee from taking the examinations** and marks them as “did not finish.” No refund of the examination fee will be allowed.
11. **Bringing firearms inside the LTCs is strictly prohibited and is considered a violation of the Bar Examinations Rules of Conduct.** This prohibition applies even to those who have permits to carry firearms outside of their residence. Any such weapon found on the examinee’s person shall be confiscated, and the incident shall be reported to the Office of the Bar Confidant for assessment on whether further investigation is warranted.
12. **Possession of alcoholic drinks, cigarettes or electronic cigarettes, or anything similar anywhere within the LTC is similarly not allowed.** They will be confiscated, and the incident shall be reported to the Office of the Bar Confidant for assessment on whether further investigation is warranted.

Possession and consumption of alcoholic drinks, as well as smoking, inside the LTCs are considered violations of the Bar Examinations Rules of Conduct.
13. Examinees are encouraged to reduce the use of plastics and other single-use packaging for their food and beverages. Examinees are highly encouraged to bring tumblers or water jugs, reusable food containers, and the like, which need not be transparent. This is without prejudice to LTCs which may have rules prohibiting the bringing of these items inside their premises. For concerns relating to this, kindly communicate with your Venue Examinee Supervisors.
14. After passing through the security process, examinees shall go straight to their assigned examination room.

During the Examinations

1. Before the start of the examinations, examinees shall only be allowed to take their seats inside their assigned examination rooms upon submission of their Notice of Admission to the Head Proctor. Examinees will again be asked to confirm their identity by signing the Seat Plan. The Honor Code and COVID-19 Liability Waiver must also be submitted to the Head Proctor on the first day of the Bar Examinations, or on November 9, 2022.

The Notice of Admission, together with the Honor Code and the COVID-19 Liability Waiver, shall be sent to the examinees’ Bar PLUS registered e-mail addresses. These documents will also be available for download *via* Bar PLUS. After downloading, please print one (1) copy of each document on 8.5” x 13” (folio) paper (not back-to-back). Examinees should also affix their wet signature on the designated space on the Honor Code and

COVID-19 Liability Waiver. Please also indicate the date that you signed the Honor Code and COVID-19 Liability Waiver.

Examinees are required to conduct themselves properly and avoid conversations with other examinees.

At 7:30 a.m., all examinees should already be inside their examination rooms and awaiting further instructions. Examinees may only take their laptops, chargers, and other allowed devices, food, drinks, and needed medications, if any, inside the examination rooms. All other materials should remain outside the examination rooms, unless otherwise instructed by the Proctors.

Everyone is encouraged to attend to their toilet and other personal needs before the **FIRST BELL (at 7:30 a.m. for the morning exam; and 1:30 p.m. for the afternoon exam).**

2. After the sound of the FIRST BELL, no examinee shall be allowed to leave the examination room. Examinees may bring water, candies, and light snacks inside the examination room, but are advised to avoid food and drinks highly susceptible to spillage.
3. Password deployment will begin at the sound of the FIRST BELL. Examinees are advised to stay inside the examination room and wait for the Head Proctor to post the exam password before starting with the exams.
4. At the sound of the **SECOND BELL (at 8:00 a.m for the morning exam; 2:00 p.m. for the afternoon exam)**, the Head Proctor, with the Assistant Proctors, shall post the exam password. Examinees may then enter the password and start answering the examination. **The exam password is case sensitive and examinees should take great care in typing the password at the beginning of the exam.** Four (4) hours shall be allotted for the morning exam and three (3) hours for the afternoon exam.
5. Examinees who failed to download the exam files prior to arriving in their LTCs will be allowed to download the morning and afternoon exams inside their examination rooms until 8:30 a.m. for the morning and afternoon exams, and from 1:00 to 2:30 p.m. for the afternoon exams. **The time taken to download the exam files will be deducted from their allotted time. No time extensions shall be given.**
6. It will be considered cheating and a violation of the Honor Code if an examinee is caught with notes, crib sheets, or “codigos” during the examination, or caught copying or allowing another examinee to copy their answers. Talking to another examinee or handling another examinee’s laptop during the examination shall be *prima facie* evidence of cheating. Communicating with another examinee will only be allowed outside of the designated exam period. Closed Circuit Television (CCTV) cameras will be placed in the examination rooms to monitor examinee activity.

7. Examinees are not allowed to use their LTC's internet connection for any purpose other than to use Examplify to take the Bar Examinations.

Any examinee caught using their laptops for any unauthorized purpose shall be subject to disciplinary action.

8. Should any examinee leave the examination room for any reason during the examination, they must first enable the "Hide Exam" feature in Examplify by clicking 'Exam Controls' on the upper right portion of the screen. Examinees should not submit their answer file prematurely, unless they intend not to finish the exam.
9. The **THIRD BELL (11:30 a.m. for the morning exam; 4:30 p.m. for the afternoon exam)** signals that only 30 minutes are left before the end of the examination. The **FOURTH BELL (11:55 a.m. for the morning exam; 4:55 p.m. for the afternoon exam)** signifies that only five minutes are left before the end of the examination. **The FIFTH BELL (12:00 nn. for the morning exam; 5:00 p.m. for the afternoon exam)** signifies the end of the examination.
10. To avoid any mishaps, examinees shall leave their laptop inside the examination room during lunchtime (from 12:00 p.m. to 12:45 p.m.), during which the examinees must take their lunch outside of the examination room, unless otherwise instructed by the Supreme Court representatives in their respective LTCs. **The laptops shall not be used for any purpose during lunchtime, including to check any digital reviewers, the internet, messaging applications, or to access any other file or program. To emphasize anew, examinees are strictly prohibited from using their laptop and their LTC's internet connections for any purpose other than to download examination files, answer them, and upload the answer files within Examplify.**
11. Examinees who shall finish the exam before the FIFTH BELL may immediately upload their answer file.

At the FIFTH BELL, all examinees must begin uploading their answer files, and finish so within a reasonable time from the expiration of the time limit for each exam.

When the answer file has been uploaded successfully, Examplify will display a green upload confirmation screen. **This confirmation screen must be shown to the Proctors before an examinee can leave the examination room.** If an examinee fails to show the confirmation screen, s/he must open his or her Examplify dashboard to show the Proctor the record of successful upload.

12. After every examination and before leaving the examination room, examinees should ask for their Notice of Admission from the Head

Proctor, who shall accomplish the certification found at the back of the Notice of Admission as proof of the examinees' completion of the examination.

However, at the end of the last examination, *i.e.*, after the Remedial Law II (with basic tax remedies) and Legal Ethics examination on the fourth Bar Examination day, the examinees' Notices of Admission shall be retained by the Head Proctors for submission to the Office of the Bar Confidant.

SPECIAL REMINDERS

1. If a Bar examinee feels sick during the actual examination, the attention of the Head Proctor or Proctor should be called immediately for appropriate action. The Court has prepared for this contingency.
2. If an examinee needs to go to the toilet at any time during the actual examination, the examinee should call the attention of any of the Proctors for directions on the procedure to be observed.
3. In most testing centers, a lunch area shall be designated for examinees and personnel. Examinees should bring their own food, as they will not be allowed to leave the LTC or order food delivery during lunch break and there will be no food concessionaires open in the LTC.
4. The conduct of the 2022 Bar Examinations is an official function of the Supreme Court and is an integral part of every examinee's application for admission to the Philippine Bar. Thus, examinees are reminded to observe proper decorum. Any type of misdemeanor shall be considered as contempt of court.
5. Examinees are, as much as practicable, encouraged to dress appropriately and comfortably. Examinees may bring jackets, sweaters, hoodies, or shawls, or wear full-body PPE, but are warned that not all examination rooms are air-conditioned.

Examinees may bring personal battery-powered fans, not larger than 4" in diameter, or in length and width. However, examinees are advised that all allowed devices and accessories are subject to security inspection. Desk space and additional power outlets are also not guaranteed. Examinees are advised further not to bring personal fans and accessories that produce unnecessary noise, and could distract other examinees.

6. Examinees must use only transparent or clear bags, zipper storage bags, purses, containers, and the like during the Bar Examinations. Laptop sleeves or laptop bags, however, are not required to be transparent. Examinees are advised to have only one laptop, one charger and one adapter in their laptop bag, as well as those allowed items listed in FAQs

on the Digitalized Examinations for the 2022 Bar Examinations. Other belongings should be placed inside the transparent or clear bag.

7. As well, due to limited resources and proximity of the 2023 Bar Examinations, there will be no special Bar Examinations for those examinees who failed to take or complete the 2022 Bar Examinations for any reason.

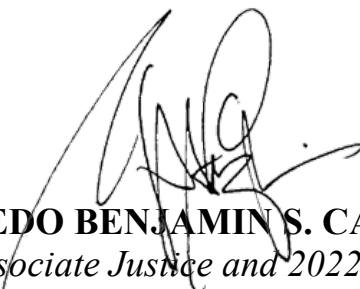
For strict compliance.

A note to the examinees:

The Bar Examinations, in the same way that the life of the legal practice ahead, is a test of both honor and excellence. As you take the Bar Examinations, do so with both the integrity as well as the intellectual acuity that are befitting the title you seek, and with the competence that is called for by the profession. Let your values and your principles remain intact throughout this process, and remember that who you are will never be approximated by any single test. Nevertheless, my singular hope is for you to be able to look back on these four crucial days without regret, which is, in turn, predicated on your ability to seize every opportunity to apply your best selves, in all manners of speaking, to this Bar Examinations.

The Court, and more importantly, the country, root for you and await your success.

October 14, 2022.



ALFREDO BENJAMIN S. CAGUIOA
*Associate Justice and 2022 Bar
Examinations Chairperson*