

NOVA SCOTIA BARRISTERS' SOCIETY

Operational Policy No.

NAME OF POLICY	Bar Examination - Writing at a Location Outside of Society Office		
DEPARTMENT			
Approved by DATE	Effective DATE	Reviewed	Revised

**BAR EXAMINATION
Policy - Writing at a Location Outside Society Office**

1.1 Location Outside of Halifax Permitted

1.1.1 Applicants may write the Bar Examination at a location outside the Society Office upon approval from the Director, Education & Credentials.

Application Requirements

1.1.2 At least four weeks prior to the examination date, applicants who desire this option must apply in writing to the Director of Education & Credentials. The application must include the name and contact information of the proposed invigilator.

Writing Outside of Society Office

1.1.3 Applicants approved to write the Bar Examination outside the Society Office must contact an invigilator approved by the Society, and make arrangements to have their examinations invigilated by the approved invigilator.

Approved Testing Sites

1.1.4. Applicants must have their examinations invigilated at an approved University, Community College or Commercial Testing Center.

Approved Invigilators

1.1.5. An invigilator must meet the following requirements:

- a. Be at least 18 years of age;
- b. They have no personal or familial relationship with the applicant;
- c. They must be able to comply with the Society's invigilation requirements as set out in the invigilation memo and instructions and invigilator's confirmation, as provided to the proposed invigilator by the Society;

Same Rules and Procedures Apply

1.1.6 All examinations are subject to the rules and procedures of the Nova Scotia Barristers' Society, whether written at the Society Office or at another location.

Fee for Non-designated Site

1.1.7 The Society fee for writing at a location other than the designated examination site is set by Regulation.

1.1.7.1 An Applicant wishing to write outside of the Society Office shall be responsible for all costs associated with writing off-site including but not limited to any fees charged by the Society approved invigilator.

Invigilation

1.1.8 The Society's *Policy on Invigilation of the Bar Examination* applies.

Approved by the Credentials Committee – October 31, 2008

Revised by Credential Committee – May 16, 2019