



Republic of the Philippines  
Supreme Court  
Manila

OFFICE OF THE 2024 *SHARI'AH* BAR CHAIRPERSON

**SHARI'AH BAR BULLETIN No. 6**

**GUIDELINES, RULES OF CONDUCT AND HONOR CODE FOR  
THE 2024 *SHARI'AH* BAR EXAMINATIONS**

With the 2024 *Shari'ah* Bar Examinations (SBE) only a few days away, the Office of the 2024 *Shari'ah* Bar Chairperson issues this set of Guidelines and Rules of Conduct for the 2024 SBE (“**Guidelines and Rules**”) to allow all examinees, Bar personnel, and stakeholders to envision the examination days, map out their routes to and around their respective local testing centers, and conceive a convenient and safe plan for a seamless SBE experience.

To ensure that the 2024 SBE shall transpire as smoothly and as securely as planned, **all examinees are enjoined to thoroughly read and strictly abide by these Guidelines and Rules.** In the same vein, **Bar personnel and stakeholders are expected to acquaint themselves with the contents of these Guidelines and Rules and observe them strictly.**

All are reminded that the SBE, similar to the Philippine Bar Examinations, is an official function of and a formal proceeding of the Supreme Court (**Court**). Any act or omission committed during the days of the SBE that impedes or obstructs, or in any manner interferes, with its normal operations, may constitute ground for contempt of the highest Court, and, if the transgressor is an examinee, it shall serve as a ground for Bar disqualification.

All other issuances of the Court relating to the 2024 SBE shall be deemed integral parts of these Guidelines and Rules.

## Bar Essentials

All examinees must bring the following with them to their respective local testing centers (LTCs):

1. **One (1) laptop installed with *Examplify* Version 3.4.6 for Windows, and *Examplify* Version 3.4.4 for macOS.** Before entering the LTC on April 28, 2024 and May 2, 2024, examinees should have already downloaded both exam files for the morning and afternoon examinations. The exam files shall be available for download at 8:00 a.m. on April 27, 2024 and May 1, 2024.
2. **Printed copy of Notice of Admission (NOA).** The NOA shall be sent to the Bar examinees' BARISTA-registered email address and available for download no later than April 24, 2024.<sup>1</sup>
3. **Printed copy of the accomplished *Honor Code, Health Liability Waiver, and Other Undertakings for the 2024 SBE*<sup>2</sup> (Honor Code).**

**An examinee who fails to bring any of the foregoing items may be barred entry to their LTC.**

Within the premises of the LTCs, halal food concessionaires will be available for examinees to buy lunch from. However, the examinees may also bring their own food should they wish to do so. Those in the Davao LTC need to use reusable food containers if they are bringing packed meals, per the LTC's rules.

**Examinees are to use a transparent bag to carry all their essentials.** Those bringing their own meals can use opaque food containers, but the zipper storage bag used to carry them must be clear. Also, laptop sleeves need not be transparent. The idea is to allow ease of visual inspection of the contents of bags and carriers without need of opening them to the inspecting Bar personnel.

**The surface of the laptop and all its external components should appear as plain, as neutral, as undistracting to others, and as unindicative of means of cheating as possible.** Examinees should remove or cover the stickers or decorations thereon and disable any built-in or added

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<sup>1</sup> Examinees may download their NOA from their BARISTA Dashboard, under *Downloadable Forms*. **The NOA must be printed in colored ink on Letter size (8.5 x 11 in) bond paper.**

<sup>2</sup> This Form may now be downloaded through the [SC Microsite](#) and from [BARISTA](#). **The Form must be printed in Letter size (8.5 x 11 inches) white paper and in black ink.**

lighting effects and fixtures, if any. At the discretion of the Bar personnel conducting the security or tech inspection or the Proctor, examinees may be required to temporarily hide any markings or modifications on their laptops that the Bar security or tech personnel or the Proctor may deem distracting or suspicious during the examinations.

**Examinees are highly encouraged to supply themselves with the following**, as they will no longer be allowed to exit their respective LTCs, once inside and until the end of each *Shari'ah* Bar Examination day:

1. Light snacks and/or candies;
2. Water and/or non-alcoholic beverages, and water containers/tumblers;
3. One (1) umbrella, if deemed necessary;
4. One (1) charger for the laptop; and
5. One (1) two-pin type-A plug adapter for the charger, if needed.

**Examinees may bring and use for their last-minute onsite review only hard copies of bar-related reference materials.**<sup>3</sup> All soft copies of bar-related reference materials or any file that has a reasonable connection with the substance and procedure of the examinations **must be removed** from their laptops.

The list of **allowed** items may be found in [Annex A](#). **It is understood that an item NOT LISTED thereunder is deemed PROHIBITED and shall be CONFISCATED if found by the Bar personnel.**

The names of the examinees who will be found to (a) have brought in any prohibited item and adamantly refused to surrender the same; or (b) have smuggled or attempted to smuggle any prohibited item into the LTC, shall be noted by the Bar personnel and will be reported to the Office of the 2024 *Shari'ah* Bar Chairperson for appropriate disciplinary action.

As a special accommodation, cellular phones confiscated from an examinee during the security inspection process shall be returned to them only upon their exit from their LTC at the end of every *Shari'ah* Bar Examination day.

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<sup>3</sup> *Bar-related reference materials* shall refer to all academic materials that have a logical connection to any of the subjects tested in the *Shari'ah* Bar Examinations, regardless of whether the same pertains to any or all of the *Shari'ah* Bar subjects for a given examination day or not. These include but are not limited to codals, printouts of laws, textbooks, annotated materials, digests, reviewers, personal notes, etc.

**Bringing dangerous and regulated implements, *e.g.*, deadly weapons, firearms, alcoholic drinks, controlled drugs and substances, cigarettes or electronic cigarettes, vape instruments, or any similar items and devices, into the LTC is absolutely forbidden.** At any time during the examinations, examinees who will be caught (a) in possession of such dangerous and regulated implements; (b) exhibiting signs indicating that they are under the influence of alcohol or dangerous drugs; or (c) in the act of drinking alcohol or smoking, shall be denied entry into the LTC, ejected from the premises of the LTC, disqualified from taking the examinations, cited for contempt of Court, and/or subjected to further investigation and/or appropriate legal action, as deemed appropriate.

Examinees with exceptional and meritorious reasons for bringing items like hearing aids, breast pumps, and other similar devices into the LTC must file a request to bring said items through their Venue Examinee Supervisor (VES) **on or before April 24, 2024.**

For an efficient and timely ingress and egress, all examinees are encouraged to bring only what is essential in the taking of the examinations.

### **Attire and Proper Decorum**

Again, the SBE is a court proceeding in nature. **Thus, examinees must dress appropriately.**

Examinees must also consider comfort as they take the examinations. They may bring a jacket, raincoat, umbrella, and/or water boots, if they deem it necessary. However, they must keep in mind that jackets and other similar outerwear must be removed during the security inspection and frisking process.

Examinees are also required to wear closed footwear. Wearing footwear that exposes an examinee's toes and/or heels is not allowed.

Watches *of any kind* are **PROHIBITED** and shall be confiscated during the security inspection process. These will be returned upon leaving the LTC.

Examinees must always be respectful, must conduct themselves properly and in consideration of others, and must observe the decorum befitting a Supreme Court official function.

## Health Protocols

**Examinees are responsible for their own health and are expected to observe standard protective measures**, including but not limited to the following: limiting non-essential movement prior to the SBE, frequent and proper handwashing, appropriate distancing, wearing of face masks when appropriate, and practicing proper coughing etiquette.

Examinees are not required to present negative RT-PCR or Antigen test results as a pre-requisite for entry into their LTC. While also not required, examinees are highly encouraged to be fully vaccinated<sup>4</sup> against Covid-19.

Examinees who clearly exhibit symptoms of any ailment during the security process or at any time during the examinations will be assessed by the medical staff onsite and if necessary, placed in designated isolation testing rooms to continue taking the SBE. Examinees who feel unwell should request medical assistance by calling the attention of the Proctors or any Bar personnel.

Examinees who have **special requests and/or medical concerns** (e.g. pregnant women, senior citizen, persons with disability, etc.) are required to relay the same to the VES assigned to their LTC. The link to the online request form shall be relayed to the examinees by their respective VESs. Concerned examinees must send a detailed written special request or concern, with the examinee's wet or electronic signature affixed thereto, to their respective VES **no later than April 24, 2024**. The appropriate medical certificates and/or documents to support one's special request or concern shall be appended.

### **Downloading the Examination Before Each Bar Day; Important Reminders on the Use of *Exemplify***

*Shari'ah Bar Bulletin No. 5*<sup>5</sup> was previously issued to guide all examinees on how to use *Exemplify*. All examinees are expected and assumed to have familiarized themselves with *Exemplify*'s tools and features before the 2024 SBE. This includes installing the correct version of *Exemplify* (Version 3.4.6 for Windows, and Version 3.4.4 for macOS), and knowing how to download, take, and upload examinations through *Exemplify*.

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<sup>4</sup> Under the Inter-Agency Task Force Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response (2022), one is considered fully vaccinated only after having received the second dose in the case of a two-dose vaccine (such as, but not limited to, Pfizer, Moderna, AstraZeneca, or Sinovac), or after having received the sole dose of a single-dose vaccine (such as Johnson & Johnson).

<sup>5</sup> For ease of reference, the full site address for *Shari'ah Bar Bulletin No. 5* is at <https://sc.judiciary.gov.ph/wp-content/uploads/2024/04/Shariah-Bar-Bulletin-No.-5.pdf>

**Examinees who do not know how to navigate *Exemplify* will not be given technical assistance during the *Shari'ah* Bar Examination days.** No extensions shall be given to make up for lost time for failure of an examinee to make the necessary preparations.

**As stated in the *Shari'ah* Bar Bulletin No. 5, examinees are required to complete and submit their answer to the Mandatory Sample Examination by 4:30 p.m. of April 20, 2024.** Examinees may confirm the successful upload of their sample examinations through the following modes:

- (a) Verifying that *Exemplify* has displayed the green confirmation screen right after the upload of the answer file;
- (b) Checking one's registered email address for the confirmation notice; and
- (c) Checking the *Exemplify* dashboard, and on the Exam Takers portal, under the "History" tab.

The Court will not entertain any requests for confirmation of successful uploads of one's answer file to the Mandatory Sample Examinations.

The password-protected examination files for the morning and afternoon subjects shall be available for download on the *Exemplify* dashboard twenty-four (24) hours before the start of each *Shari'ah* Bar examination day. Only one (1) download of each examination file shall be allotted for each examinee.

To minimize the risk of incurring any delays on the day of the SBE, all examinees are required to download both examination files on the laptop they intend to use for the SBE before proceeding to their respective LTCs. Examinees will not be allowed to download the examination files while they are in line for the security process in their respective LTCs.

The password-protected examination files shall not be decrypted until the password for each examination has been transmitted by the *Shari'ah* Bar Chairperson to the LTC before the start of every examination. **Any attempt to crack the password of the examination file shall be considered cheating.**

## Traveling to the LTC

To ensure the smooth ingress and egress of traffic and all stakeholders in the LTCs, road closures may be implemented in the vicinity of the LTCs. Examinees are advised to apprise themselves of the specific location of their LTC and the road closures and make the necessary logistical arrangements.

As a general rule, the gates to the LTCs shall **open at 5:00 a.m. and shall close at 7:00 a.m.**

In anticipation of heavy traffic conditions and long lines during ingress and to afford ample time to settle down in the testing rooms, examinees are encouraged to come as early as possible. After the gates are closed, late examinees will not be allowed to enter the LTC without the permission of the 2024 *Shari'ah* Bar Chairperson.

For security purposes, examinees will not be allowed to park their vehicles within the premises of the LTC. Examinees who intend to drive to the venue are advised to make alternative parking arrangements.

## Entering the LTC

Still for security reasons, examinees must undergo the following routine levels of screening upon arrival to the LTC:

Screening	Reminders
<b><i>Step 1:</i> Identity Verification</b>	Examinees will be asked to remove their masks or other face coverings, if any, for five seconds at most, to verify if they match the photo on their NOA. <b>Examinees must prepare their NOA for easy verification.</b>
<b><i>Step 2:</i> Bag Inspection</b>	<p>Steps 2 and 3 shall be conducted simultaneously in one (1) station.</p> <p>After Identity Verification, examinees shall surrender all their belongings, including jacket and similar outerwear, for inspection.</p> <p>The examinee's transparent bag will be thoroughly checked for prohibited items, <i>i.e.</i>, any items not listed in the allowed items under <i>Annex A</i>.</p> <p>All items found in possession of the examinee that are not included in the list of allowed items shall be confiscated.</p>

	<b>Examinees must bring only the essentials to minimize lead time and bottlenecks for this station.</b>
<b>Step 3: Tech Inspection</b>	The examinee's laptop bag will be thoroughly checked and inspected for prohibited items and unnecessary markings. <b>Examinees are advised to remove and cover all external decorations and markings on their laptops.</b>
<b>Step 4: Body Frisking</b>	As a final step before entering the LTC, all examinees will undergo body frisking to check for prohibited items.

Again, all examinees are advised to limit their items and devices to the essentials. Otherwise, non-essential items will be confiscated upon entry.

After completing the screening, examinees are advised to proceed to their respective testing rooms. They may follow the directional guides posted around the LTC or request directions from security and Bar personnel, if necessary.

Prayer rooms and lactation rooms will also be available in both LTCs. However, these rooms should be used for their intended purposes only and shall be closed during the examination times. Loitering in these rooms is strictly prohibited.

### **Time Schedule for the *Shari'ah* Bar Examination Days**

The activities and schedule for each Bar day are indicated hereunder in tabular form, for the examinees' guidance and strict compliance:

<b>Time</b>	<b>Activity</b>	<b>Guidelines and Rules of Conduct</b>
5:00 a.m. – 7:00 a.m.	<b>Ingress of Examinees</b>	<p><b>Gates will close by 7:00 a.m.</b> Please come as early as possible and comply with the relevant Guidelines and Rules.</p> <p>On the first day of the SBE, examinees are to submit their accomplished Honor Code to the Head Proctor.</p> <p>They shall also submit their NOA to the Head Proctor upon arrival to their testing room on each <i>Shari'ah</i> Bar Day.</p> <p>Examinees must have settled down inside their testing room with their laptop and other essentials by 7:30 a.m. If needed, they may use the restroom before then. The Wi-Fi password will be posted on the board.</p>



7:30 a.m. – 8:00 a.m.	<b>First Bell</b>	<p>All examinees must have already placed their bags (which contain their bar-related reference materials and other non-essential items for taking the examination) at the designated area, and seated in their testing rooms by 7:30 am.</p> <p>Going out of the testing room during this period is strictly prohibited.</p>
8:00 a.m. – 12:00 noon	<b>Morning Examinations</b>	<p>The examination shall begin once the <b>second bell</b> rings at 8:00 a.m. <u>and</u> the Proctor posts the password on the board. Examinees need not wait for the Proctors to instruct them to start the examination.</p> <p>The Proctors shall write the time regularly on the board. The bells shall also ring as the end of the examination approaches:</p> <ul style="list-style-type: none"> <li>(a) Third bell at <b>11:30 a.m.</b>, to signal that there are 30 minutes left;</li> <li>(b) Fourth bell at <b>11:55 a.m.</b>, to signal that there are 5 minutes left; and</li> <li>(c) Fifth bell at <b>12:00 noon</b>, to signal the end of the morning examinations. At the fifth bell, all examinees must upload their answer files.</li> </ul> <p>Examinees who shall finish the examination before the fifth bell may immediately upload their answer file. <b>They may only leave the room after confirming the upload of the answer file by showing the green confirmation screen to the Proctor.</b></p>
12:00 noon – 1:30 p.m.	<b>Lunch Break</b>	<p>After completing the examination, <b>examinees must leave their laptops on their desks</b> and proceed to the designated meal areas.</p> <p>Unless otherwise allowed by the Proctor, testing rooms and the hallways are off-limits to the examinees during lunch break.</p> <p>During lunch break, examinees may review using the hard copies of bar-related reference materials. They may be allowed to enter their testing rooms by <b>1:00 p.m.</b> All examinees must be in the classroom and settled down by <b>1:30 p.m.</b></p>

1:30 p.m. – 2:00 p.m.	<b>First Bell</b>	<p>All examinees must have already placed their bags (which contain their bar-related reference materials and other non-essential items for taking the examination) at the designated area, and seated in their testing rooms by 1:30 p.m.</p> <p>Going out of the testing room during this period is strictly prohibited.</p>
2:00 p.m. – 6:00 p.m.	<b>Afternoon Examinations</b>	<p>The examination shall begin once the <b>second bell</b> rings at 2:00 p.m. <u>and</u> the Proctor posts the password on the board. Examinees need not wait for Proctors to instruct them to start the examination.</p> <p>The Proctor shall write the time regularly on the board. The bells shall also ring as the end of the examination approaches:</p> <ul style="list-style-type: none"> <li>(a) Third bell at <b>5:30 p.m.</b>, to signal that there are 30 minutes left;</li> <li>(b) Fourth bell at <b>5:55 p.m.</b>, to signal that there are 5 minutes left; and</li> <li>(c) Fifth bell at <b>6:00 p.m.</b>, to signal the end of the afternoon examinations.</li> </ul> <p>Examinees who shall finish the examination before the fifth bell may immediately upload their answer file. <b>They may only leave the room after confirming the upload of the answer file by showing the green confirmation screen to the Proctor.</b></p>
6:00 p.m. – 6:30 p.m.	<b>Egress</b>	<p>Examinees shall retrieve their NOA and belongings before leaving the LTC. Upon collecting the NOA, examinees should check if a certification at the back of the NOA has been accomplished by the Proctor. This certification shall prove that they have completed the examination.</p> <p>All are required to leave their LTCs and avoid loitering in the premises.</p> <p>At the end of the <u>last</u> examination, the NOA shall be retained by the Proctor for submission to the Office of the Bar Confidant.</p>

The sequence of subjects and coverage per examination day is indicated in *Shari'ah Bar Bulletin No. 1*.<sup>6</sup>

<sup>6</sup> For ease of reference, *Shari'ah Bar Bulletin No. 1* may be accessed at <https://sc.judiciary.gov.ph/wp-content/uploads/2023/12/Shariah-Bar-Bulletin-No.-121.pdf>

### **Taking the Examinations; Verifying the Successful Upload of the Answer File**

Examinees may bring water bottles/tumblers and light snacks and candies inside the testing room. They must, however, exercise due care to prevent food or liquid spillage that may damage their laptops.

Once seated, examinees may open their laptop, connect to the internet of the LTC by encoding the Wi-Fi password posted on the board, log in to *Exemplify*, verify the successful download of the examinations, and proceed to the window where they will input the password of the examination. **Examinees are prohibited from using their laptops for any purpose other than connecting to the internet, logging in to and using *Exemplify* to take the examinations, and uploading their answer files.**

Once the **first bell** rings at 7:30 a.m. and 1:30 p.m., examinees should observe silence until the end of the examinations so as not to disturb other examinees.

After the **second bell** rings at 8:00 a.m. and 2:00 p.m., the Proctor shall post on the board the password to the examination. Examinees must be mindful in typing the password as it is **case-sensitive**.

Examinees must ensure that they have set the font style to Times New Roman, and font size to 14. **Failure to do so shall be considered as marking, and therefore, cheating.**

Should an examinee need to leave the testing room for any reason, they should raise their hand to call the attention of the Proctor. Before leaving the room, they are required to enable the *Hide Exam* feature in *Exemplify* by clicking *Exam Controls* on the upper right portion of the screen.

**Examinees must avoid prematurely submitting their answer file, even by accident.** They are strongly encouraged to confirm that they have answered all examination questions before submitting their answer file. **Once an examinee exits or closes the examination, they will not be able to re-open the examination file.**

After clicking the “Submit Exam” button in *Exemplify*, the answer file of the examinees will be encrypted, their laptop will reconnect to the internet, and their answer file will be uploaded. If the answer file was successfully uploaded, a green confirmation screen with a check mark will

appear. **Examinees must show this green confirmation screen to the Proctor before leaving the examination room.**

In addition to the green confirmation screen, examinees may further verify the successful upload of the encrypted answer file by checking the *Exemplify* dashboard or the *Exemplify* Exam Takers portal. Examinees will **not** be allowed to access their emails within the premises of the LTC to verify the upload of their answer file, unless specifically permitted by the Office of the 2024 *Shari'ah* Bar Chairperson.

### **Academic Honesty**

The examinations shall uphold and maintain the highest standards of excellence and integrity. It shall adopt a zero-tolerance policy against cheating and all other forms of academic dishonesty.

Accordingly, all *Shari'ah* Bar examinees shall accomplish the Honor Code where they pledge to the 2024 *Shari'ah* Bar Chairperson and the Supreme Court that they shall not do any act that may be construed as cheating or dishonesty. They shall also commit therein (a) not to aid or tolerate anyone who attempts or commits any form of cheating or dishonesty before, during, and after the *Shari'ah* Bar Examinations; and (b) to report and stand as witness to any act of dishonesty regarding the examinations.

**Accomplishment and submission of the Honor Code is mandatory.** Examinees who will be unable to present their accomplished Honor Code to the inspecting Bar personnel upon ingress may be barred entry to the LTC.

Actionable examinee behavior constituting grounds for disqualification and/or disciplinary sanctions may be classified as either:

- (1) ***Prohibited*** – those that *undoubtedly* qualify as cheating; or
- (2) ***Suspicious*** – those that *may* be deemed as cheating.

In particular, the following acts are actionable examinee behavior:

<i>Re</i>	<b>Actionable Examinee Behavior</b>
<b>Reviewers and Other Reference Materials</b>	<p><b><i>Prohibited</i></b></p> <ol style="list-style-type: none"> <li>1. Opening, accessing, browsing, or using of <i>digital/soft copies</i> of bar-related reference materials,<sup>7</sup> at any time before, during, or after the examinations, while inside the testing room or any area within the local testing center;</li> <li>2. Keeping of <i>physical/hard copies</i> of any bar-related reference materials within the proximity of the examinee’s individual desk, after all other non-essential belongings should have been placed in front/outside in preparation for password deployment;</li> <li>3. Bringing or possessing of any paper/s within the proximity of the examinee’s individual desk, whether blank or with printed/handwritten contents, other than the scratch paper/s officially provided by the Proctor;</li> </ol> <p><b><i>Suspicious</i></b></p> <ol style="list-style-type: none"> <li>4. Any other similar way of possessing bar-related reference materials within the examinee’s testing perimeter such as but not limited to crib sheets or <i>codigos</i>, written notes, codes, and symbols in one’s clothing or skin, which illustrate the intention of the examinee to deceive or gain unfair advantage in answering the <i>Shari’ah</i> Bar Examinations;</li> </ol> <p><b>In all <i>prohibited</i> actionable examinee behavior cases, the examinee’s lack of knowledge or unintentional non-compliance with the rules will not be excused.</b></p>
<b>Exemplify-installed Laptop</b>	<p><b><i>Prohibited</i></b></p> <ol style="list-style-type: none"> <li>5. <i>Marking</i> of submitted answers: <ol style="list-style-type: none"> <li>a. Use of distinguishing or identifying marks;</li> <li>b. Failure to follow the prescribed format (font style Times New Roman and font size 14), or the use of extraordinary formatting;</li> <li>c. Use of any specific name, other than those stated in the question, which may allow an examiner to recognize an examinee;</li> <li>d. Writing/typing of mantras, mottos, religious or spiritual prayers, dedications, special pleas, and other extraneous text in any of the textboxes provided within <i>Exemplify</i>;</li> </ol> </li> <li>6. Copying the answers of another examinee or allowing another examinee to copy their answers;</li> </ol>

<sup>7</sup> *Bar-related reference materials* shall refer to all academic materials that have a logical connection to any of the subjects tested in the *Shari’ah* Bar Examinations, regardless of whether the same pertains to any or all of the *Shari’ah* Bar subjects for a given examination day or not. These include but are not limited to codals, printouts of laws, textbooks, annotated materials, digests, reviewers, personal notes, etc. These may either be saved locally in the laptop’s hard-drive or remotely through cloud or the internet.

<i>Re</i>	<b>Actionable Examinee Behavior</b>
	<p>7. Use of the laptop <u>for any purpose other than</u> to access <i>Exemplify</i> (including messaging applications or any other file, program, or software);</p>
<p><b><i>Exemplify-</i> installed Laptop</b></p>	<p><b><i>Prohibited</i></b></p> <p>8. Use of the LTC’s internet connection <u>for any purpose other than</u> to download questions or upload answers within <i>Exemplify</i>;</p> <p>9. Bringing out the laptop to any place outside the testing room during lunch break;</p> <p>10. Attempting to crack or unlock the password for an examination before password deployment;</p> <p>11. Communicating the password to any person outside the testing room and while the examination time for that subject has not yet finished;</p> <p><b>In all <i>prohibited</i> actionable examinee behavior cases, the examinee’s lack of knowledge or unintentional non-compliance with the rules will not be excused.</b></p> <p><b><i>Suspicious</i></b></p> <p>12. Handling another examinee’s laptop before and during the examinations or during lunch break;</p> <p>13. Using a format other than that prescribed, <i>while</i> taking the examinations, which may suggest to a reasonable person that it was employed to flash, exhibit, or display one’s answers to an adjacent examinee;</p> <p>14. Leaving any part of the Essay Editor window of <i>Exemplify</i> visible by failing to click the “Hide Exam” feature before going to the restroom;</p> <p>15. Having the Essay Editor window of <i>Exemplify</i> opened before password deployment;</p> <p>16. Opening of pop-up notifications and automatic web browsers from social media applications, messaging programs, etc., once the examinee connects to the LTC’s Wi-Fi;</p>

<i>Re</i>	<b>Actionable Examinee Behavior</b>
<b>Other Electronic Devices</b>	<p><b><i>Prohibited</i></b></p> <p>17. Failure to surrender one’s cellular phone or watch during security/technical inspection and bringing the same into the testing room;</p> <p><b>In all <i>prohibited</i> actionable examinee behavior cases, the examinee’s lack of knowledge or unintentional non-compliance with the rules will not be excused.</b></p> <p><b><i>Suspicious</i></b></p> <p>18. Failure to surrender gadgets and other electronic devices (<i>e.g.</i>, extra batteries, chargers, etc.), which are not included in the list of allowed items, during security/technical inspection and bringing the same into the testing room;</p> <p>19. Marking, configuring, or decorating the external components of the laptop and other allowed devices in a way that raises concerns of dishonesty or is otherwise distracting to Bar personnel and other examinees;</p>
<b>Other Acts</b>	<p><b><i>Prohibited</i></b></p> <p>20. Communicating with another examinee (whether through oral, written, or non-verbal language), without the prior permission and presence of the Head Proctor, during the entire designated period for examinations;</p> <p><b>In all <i>prohibited</i> actionable examinee behavior cases, the examinee’s lack of knowledge or unintentional non-compliance with the rules will not be excused.</b></p> <p><b><i>Suspicious</i></b></p> <p>21. Refusing to remove one’s jacket or coat before going to the bathroom; and</p> <p>22. Leaving for the bathroom for an extraordinarily prolonged time or in a repetitive manner, and without a justifying medical or health reason, which may suggest to a reasonable person that acts of academic dishonesty are being committed.</p>

Examinees are directed to carefully review the Court’s identification of *prohibited* activities as regards the use of bar-related reference materials, the *Exemplify*-installed laptop, and other devices and acts, as well as other *suspicious* behavior that may qualify as cheating. **Subject to the established protocol for reporting and investigation, these enumerated actionable examinee behaviors are grounds for disqualification and/or imposition of disciplinary sanctions, depending on severity.**

### ***Salubongs and Other Gatherings***

To avoid untoward incidents, *salubongs*, send-offs and other gatherings within the immediate vicinity of all LTCs are strictly forbidden.

Unruly crowds shall be immediately dispersed by the law enforcement personnel onsite to maintain order and ensure the safe ingress and egress of all examinees. All stakeholders and well-wishers outside the LTC are also strongly urged to minimize any noise or commotion until the end of the afternoon examinations to allow all examinees to finish their examinations undisturbed.

### **Other Reminders**

All Bar examinees are reminded to read all other issuances of the Court on the Court's microsite for guidance, as these are integral parts of the Guidelines and Rules. All policies established therein must be read in consonance with and deemed supplemental to each other.

**The VES for each LTC shall contact all examinees through their BARISTA-registered email address no later than April 24, 2023.** The VES shall send important reminders from time to time and shall address examinees' LTC-specific concerns that are not squarely answered by these Guidelines and Rules and other Court issuances. If an examinee is not contacted by the VES by the said date, they must notify the Office of the Bar Confidant immediately through the [OBC's 2024 Shari'ah Bar Helpdesk](#).<sup>8</sup>

All queries relating to the Guidelines and Rules and not specifically addressed by Court issuances should be coursed through OBC's 2024 Helpdesk. However, all LTC-specific queries should be sent to the VES.

For the information and guidance of the 2024 SBE Applicants.

April 20, 2024.

**MARIA FILOMENA D. SINGH**

*Associate Justice, Supreme Court of the Philippines  
Chairperson, 2024 Shari'ah Bar Examination*

<sup>8</sup> For ease of reference, the full site address of the OBC's Helpdesk Form is <https://bit.ly/2024ShariahBarExamsHelpdesk>.



***Annex A***  
**List of Allowed Items**

<b>Required Items</b>	<ul style="list-style-type: none"> <li>• One (1) laptop, with <i>Exemplify</i> Version 3.4.6 for Windows and Version 3.4.4 for macOS installed and equipped with the most basic specifications: Wi-Fi-enabled laptop, with a built-in keyboard, a working trackpad, integrated screen, and sufficient battery power.</li> <li>• Printed Notice of Admission (NOA).</li> <li>• Printed and accomplished <i>Honor Code, Health Liability Waiver, and Other Undertakings for the 2024 Shari'ah Bar Examinees</i> (Note: this form is available for download in the SC Microsite and BARISTA).</li> </ul>
<b>Items that are Optional and Highly Encouraged</b>	<ul style="list-style-type: none"> <li>• One (1) laptop bag or laptop sleeve (Note: The laptop bag or sleeve is not required to be made of transparent materials).</li> <li>• One (1) charger for the laptop.</li> <li>• One (1) two-pin type A plug adapter for the charger, if needed.</li> <li>• Light snacks and/or candies.</li> <li>• Water and/or non-alcoholic beverages, and water containers/tumblers.</li> <li>• One (1) umbrella, if deemed necessary.</li> </ul>
<b>Other Allowed Items</b>	<p><b>The following laptop accessories are allowed:</b></p> <ul style="list-style-type: none"> <li>• One (1) additional laptop bag or sleeve (Note: The laptop bag or sleeve is not required to be made of transparent materials).</li> <li>• For laptops without any USB-A port: a USB-C to USB-A adapter.</li> <li>• For laptops without a <u>built-in</u> wireless internet card: external Wi-Fi adapter.</li> <li>• Webcam cover for the laptop camera.</li> <li>• Keyboard protector, skin, or cover for the laptop keyboard.</li> <li>• External non-mechanical keyboard and/or external mouse, which may be wired or wireless, as long as the receiver is not a USB dongle (Note: While the above external accessories are allowed, the examinee table sizes in some LTCs are sufficient only to accommodate one (1) laptop).</li> <li>• Mouse pad, without markings.</li> <li>• Rubber earplugs, which must be non-electronic.</li> </ul> <p><b>The following items/accessories are also allowed:</b></p> <ul style="list-style-type: none"> <li>• One (1) pen and a maximum of three (3) sharpened, non-mechanical pencils, which may be used by examinees while taking the examinations. Scratch paper shall be provided for this purpose.</li> <li>• Hard copies of bar-related reference materials<sup>9</sup> and</li> </ul>

<sup>9</sup> Bar-related reference materials shall refer to all academic materials that have a logical connection to any of the subjects

	<p>other reading materials, <i>e.g.</i>, religious texts, personal diaries, fictional pocketbooks.</p> <ul style="list-style-type: none"> <li>● Small religious or spiritual items. However, prayer books and other similar religious texts should be placed in the examinee's bag during the examinations.</li> <li>● Prayer mats.</li> <li>● Wallets and their usual contents (cash, credit and debit cards, and other small personal effects).</li> <li>● House and/or car keys.</li> <li>● Small hygiene-related items, <i>e.g.</i>, toothbrush, toothpaste, feminine pads, wet wipes, alcohol sprays, sanitizers, lotions, deodorants, makeup kits, lipsticks, lip gloss, face and body powders, face and body sprays, handkerchief, face towels.</li> <li>● Change of clothes, jackets, raincoats, and/or water boots.</li> <li>● Personal battery-powered fans, not larger than 4" in diameter, or in length and width.</li> <li>● Prescription and over-the-counter medicine</li> <li>● Authorized medical devices/instruments (such as breast pumps, hearing aid, hip posture devices, etc.), <u>provided</u> that the examinee has secured prior approval of VES.</li> </ul>
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tested in the *Shari'ah* Bar Examinations, regardless of whether the same pertains to any or all of the *Shari'ah* Bar subjects for a given examination day or not. These include but are not limited to codals, printouts of laws, textbooks, annotated materials, digests, reviewers, personal notes, etc.