

ACOMMITTEE OF BAR EXAMINERS OPEN SESSION AGENDA ITEM

AGENDA ITEM: October 2015 – O-302

DATE: October 1, 2015

TO: Subcommittee on Operations and Management

FROM: Greg Shin, Director, Operations and Management

SUBJECT: **JUNE 2015 FIRST-YEAR LAW STUDENTS' EXAMINATION
(FYLSX) COST ANALYSIS**

BACKGROUND

As part of the on-going process to monitor the costs related to administering the Committee's examinations, please see below a cost analysis of the June 2015 FYLSX. Attached is more detail with regard to the various expenses associated with administering the examination.

DISCUSSION

The total cost for administering the June 2015 FYLSX was \$150,640.71 for 541 applicants, which is approximately \$18,000 lower than what was spent to administer the June 2014 FYLSX.

Here are a few highlights from the cost analysis:

1. Compared to 50% for the June 2014 FYLSX, approximately 78% of the facility capacity was used to administer this examination. The majority of the \$18,000 in cost savings from the prior year's administration of the FYLSX was due to utilizing the State Bar office in San Francisco to test the TA applicants in Northern California.
2. Costs for facility rental, electrical and proctors make up roughly 76% of the total costs.
3. While the 30 applicants who took the examination at the Testing Accommodations test centers made up only 6% of the total number of applicants, the cost to administer the examination to those applicants was approximately 43% of the total cost.
4. It costs approximately \$157 to administer the FYLSX to an applicant taking the examination at a general test center compared to approximately \$2,137 for each applicant taking the examination at a Testing Accommodations test center.

Broadly speaking, given the relatively higher cost per applicant, it will be important to continually monitor the cost to administer the FYLSX to applicants taking examinations at Testing Accommodations test centers. Administering examinations at Testing Accommodations test centers involve higher costs because of the type of facility that must be used, i.e., typically a hotel instead of a conference center to be able to provide semi-private/private rooms, additional proctors, specialized equipment/software, etc. If more applicants with disabilities are granted accommodations in the future, overall costs will undoubtedly trend higher. It's also important to note that these figures don't include 'soft' costs for staff time and actual costs for medical experts/consultants to review testing accommodations petitions. Both of which will also increase if volumes increase.

While utilizing the State Bar office in San Francisco for testing TA applicants yielded material cost savings, there were a number of challenges which will most likely prevent future use of this space. Some of these challenges include sharing the 4th floor space with current occupants and layout/availability of specific rooms.

There should, however, be other opportunities to save on facility costs by utilizing cheaper space at the South San Francisco Conference Center (vs. the Oakland Convention Center) assuming space availability. Staff is currently working with management at the South San Francisco Conference Center to allow for more flexibility on reserving the space earlier than 12 months.

RECOMMENDATION

It is recommended that this report be received and filed.

PROPOSED MOTION

If the Subcommittee agrees, the following motion is suggested:

Move that the report on costs for administering the June 2015 First-Year Law Students' Examination be received and filed.