

**Commonwealth of Massachusetts  
Board of Bar Examiners**

**Job Description  
Bar Examination Graders**

The Board of Bar Examiners (BBE) seeks the response of Massachusetts attorneys interested in serving as graders of the Massachusetts bar examination. Openings for bar examination graders arise occasionally and the BBE is looking for experienced and qualified attorneys to be included on a list of available graders when openings occur. To maximize experience and expertise in grading, attorneys who are selected as graders by a Board Member may remain on the list of available graders for successive bar examinations. Graders are not employees. Graders contract with the Commonwealth on an annual basis to provide this service.

**The Role of the Bar Examination Grader:**

A bar examination grader grades the essay portion of the Massachusetts Bar Examination under the direction of a BBE Board Member who has prepared the question. There is a grading team assigned to grade answers for each bar examination question. The BBE administers the bar examination twice each year, on the last Wednesday and following Thursday of February, and the last Wednesday and following Thursday of July.

**Responsibilities:**

Graders are required to:

1. Adhere to strict deadlines set by the BBE during the 2 to 3 month grading period immediately following each bar examination. Grading is conducted from August until October for the July examination and from March through April for the February examination.
2. Attend a graders' meeting with a Board Member to develop grading points for the question they have been assigned to grade.
3. Adhere to guidelines for graders, provided by the BBE, which include grading the exam on a scale of 0 to 7. Grading is done on a relative scale. Therefore a "grading curve" must result from the grading process.
4. Conduct a grader calibration procedure with an appropriate sample of answers per question for the July and February exams.
5. Be available for discussion with other members of their grading team throughout the grading cycle.
6. Maintain strict confidentiality in all aspects of the grading process. Graders will be required to review and sign a confidentiality agreement with the BBE prior to providing grading services.
7. Ensure that exams are held in a secure and confidential location throughout the grading process.
8. Maintain records as directed by the BBE throughout the grading process.

**Qualifications:**

1. Must be admitted as licensed attorney in the Commonwealth of Massachusetts.
2. Must be in good standing with the Board of Bar Overseers.
3. Must have at least five and preferably ten years of experience in the active practice or teaching of law.
4. Must be comfortable working in a collaborative team environment.
5. Working knowledge Microsoft Office Excel preferred.
6. Working knowledge of grading on a relative scale preferred.

The Board of Bar Examiners is committed to providing fair and equal opportunities for all qualified attorneys interested in serving as graders.

Grader appointments will be made solely on the basis of merit. No person may be selected as a grader if he or she is an immediate family member<sup>1</sup> of a BBE employee or Board Member. Bar examination graders may not be affiliated professionally with any bar review course.

**Compensation:** Graders are not regular state employees. Graders are considered contract employees with the Commonwealth, retained to provide this service for a specified period of time. Graders are compensated based on the total number of essays to be graded per exam.

Interested attorneys should submit a resume and letter of interest to:

Executive Director  
Board of Bar Examiners  
Attn. Grader Opportunity  
Edward W. Brooke Courthouse  
24 New Chardon Street, First Floor  
Boston, MA 02114

Letters of interest and resumes of all qualified attorneys will be forwarded by the Executive Director to all Board Members for further review and evaluation. Board Members will interview applicants as grader opportunities become available.

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<sup>1</sup> Immediate family members include the employee or Board Member and his or her spouse, and their parents, children, brothers and sisters.