



PHILIPPINE LAW SCHOOL ADMISSION TEST

# PhiLSAT

**BULLETIN OF INFORMATION**



Center for  
Educational  
Measurement, Inc.

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This Bulletin of Information (BOI) is the official policy and procedure guide to the PhiLSAT. This will guide you in preparing to take the test and provide you the necessary information for a smooth registration and a comfortable testing experience.

# PART 1. ABOUT PHILSAT

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The Philippine Law School Admission Test (PhiLSAT) is a standardized battery of aptitude tests designed to measure academic potential to pursue the study of law.

Pursuant to the power of the Legal Education Board (LEB) to prescribe the minimum standards for law admission under Section 7(e) of Republic Act No. 7662, entitled the “Legal Education Reform Act of 1993,” the LEB, under LEB Memorandum Order No. 7 Series of 2016, required the PhiLSAT as a prerequisite for admission to the basic law courses leading to either a Bachelor of Laws or Juris Doctor degree beginning school year 2017 - 2018.

The Center for Educational Measurement, Inc. (CEM) has been accredited to manage the affairs and activities related to the operation of the PhiLSAT. With CEM’s experience as an educational testing agency, it was commissioned to develop the PhiLSAT, ensure the reliability and validity of the test, and uphold the confidentiality of results and integrity of its administration.

## *Brief Description of the Test*

The PhiLSAT consists of subtests on communications and language proficiency, critical thinking skills, and verbal and quantitative reasoning.

**COMMUNICATION AND LANGUAGE PROFICIENCY.** This subtest measures the ability to recognize grammar and usage errors and determine the appropriateness of words and phrases in given sentences. This subtest consists of three question types—sentence completion, identifying sentence error, and improving sentences.

**CRITICAL THINKING.** This subtest measures the ability to analyze and evaluate reasoning in written materials and to draw conclusions about given propositions. This subtest consists of two question types—logical reasoning and analytical reasoning.

**VERBAL REASONING.** This subtest measures the ability to understand written materials and make conclusions based on their content. This subtest consists of reading passages followed by questions about the passage.

**QUANTITATIVE REASONING.** This subtest measures the ability to apply basic mathematical skills to the analysis and interpretation of real-world numerical information to draw conclusions. This subtest consists of three question types—pattern recognition, data interpretation, and data sufficiency. The items in this subtest involve basic mathematical concepts and the four fundamental operations—addition, subtraction, multiplication, and division. The items do not require difficult computations hence the use of a calculator is not needed. Some questions can be answered more quickly by reasoning and estimating.

Table 1. Overview of the PhiLSAT

Subtest	Item Type	No. of Items	Recommended Time Allotment
Communication and Language Proficiency	Sentence Correction Identifying Sentence Error Improving Sentences	50	40 minutes
Critical Thinking	Logical Reasoning Analytical Reasoning	50	50 minutes
Verbal Reasoning	Reading Comprehension	50	40 minutes
Quantitative Reasoning	Pattern Recognition Data Interpretation Data Sufficiency	50	50 minutes
<i>Time Limit*</i>			3 hours

\* Time limit starts when the signal to begin the test is given. It does not include time spent on preliminary activities, giving directions, and distribution of materials.

**The CEM is NOT affiliated with, and does NOT endorse enrollment to any professional review school or any law school in the Philippines. Please immediately inform the CEM management of incidents involving any institution and/or person(s) particularly those previously or currently connected with CEM as officers and employees, as local or foreign field representatives and coordinators for the PhiLSAT and other CEM tests, making pronouncement or claims contrary to the above.**

## Test Results

The test scores are reported through the Certificate of Eligibility or Certificate of Grade (electronic and printed copy) and the Master List of Test Results (MLTR).

### Release of Test Results: Electronic Copy

An electronic copy of your test results is available after **twenty-one (21) days** from the test date. You may click on the link for Test Results under the Online Options on the CEM website to view and/or download. The electronic copy is NOT valid for admission purposes. It is only meant to make you understand your scores to help you decide to which Philippine law schools to apply and whether or not you will retake the test.

### Release of Test Results: Certificate of Eligibility/Grade

Your PhiLSAT score will be printed in the Certificate of Eligibility (COE) if you pass or a Certificate of Grade (COG) if you score below the passing score. The original three copies of the COE/COG will be mailed (at the mailing address indicated on the PhiLSAT ID Form) or be ready for pickup (at the CEM testing center indicated also on the PhiLSAT Application Form) **forty-five (45) days** after the test date.

**CEM contracts an independent courier service provider to transmit the COEs/COGs requested to be mailed. CEM is NOT responsible for any claims for damages due to delayed delivery of your COE/COG for any reason.**

To maintain confidentiality, the COE/COG is given only to the examinee or to an authorized representative. If you will personally pickup your COE/COG, you must present a valid ID. If your authorized representative will request and/or pickup your COE/COG, the following documents should be presented:

1. Your signed authorization letter
2. Photocopy of your valid ID
3. Valid ID of your representative

**Phoned-in inquiries on an individual's scores will NOT be entertained.**

### **Request for Duplicate Copies**

In case you need a second set of the COE/COG, you may file a written request after one week from the release of the test results. A minimal retrieval fee is charged for every copy of the COE/COG. The identification requirements are as stated above.

### **Distribution of Master List of Test Results**

To safeguard the authenticity of the results, your score will also appear on the Master List of Test Results (MLTR) which will be sent to the Legal Education Board (LEB) and all Philippine law schools. They must refer only to the MLTR for official PhiLSAT scores.

### **Rechecking of Answer Sheets**

The CEM does not entertain rechecking of PhiLSAT answer sheets. The results contained in the COE/COG and in the PhiLSAT Master List of Test Results are official and are guaranteed free of discrepancies.

## PART 2. ONLINE REGISTRATION

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### *Eligibility*

You are qualified to take the PhiLSAT if you are a:

1. GRADUATE of a 4-year bachelor's degree, or its equivalent, from duly recognized higher education institutions in the Philippines
2. GRADUATING STUDENT of a 4-year bachelor's degree, or its equivalent, from duly recognized higher education institutions in the Philippines at the end of the school year when the PhiLSAT is administered
3. GRADUATE from foreign higher education institutions with degrees equivalent to a 4-year bachelor's degree as certified by the Commission on Higher Education

A qualified examinee may take the PhiLSAT for as many times as he/she wants, without any limit (*LEBMO No. 7, Qualified examinees*).

Honor graduates granted professional civil service eligibility pursuant to Presidential Decree No. 907 who are enrolling within two (2) years from their college graduation are exempted from taking and passing the PhiLSAT for purposes of admission to the basic law course (*LEBMO No. 7, Exemption*).

**Application for exemption shall be filed directly with the LEB.**

Note: A foreign national who wish to study law in the Philippines is allowed to do so but only a Filipino citizen can take the bar examinations. (*Rule 138, ATTORNEYS AND ADMISSION TO BAR. Section 2. Requirements for all applicants for admission to the bar. — Every applicant for admission as a member of the bar must be a citizen of the Philippines, at least twenty-one years of age, of good moral character, and resident of the Philippines; and must produce before the Supreme Court satisfactory evidence of good moral character, and that no charges against him, involving moral turpitude, have been filed or are pending in any court in the Philippines.* ([http://www.lawphil.net/courts/rules/rc\\_138\\_bar.html](http://www.lawphil.net/courts/rules/rc_138_bar.html))

### *Requirements*

Ensure that you have the following before you register:

1. A valid **e-mail account** that you will use for your online application
2. An **unretouched digital photo** that meets the following specifications:
  - Must be 2" x 2", colored, with white background
  - The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
  - Taken within the last six (6) months to reflect your current appearance
  - The image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels.
  - The file size must be less than or equal to 2 MB
  - Must be in JPG or PNG file format
  - NO "selfies" or improper poses

Your digital photo will appear on your PhiLSAT Identification (ID) Form, Examination Pass, and on your Certificate of Eligibility (COE) or Certificate of Grade (COG).

3. A **passport**, particularly for applicants from foreign countries

## *Procedure*

1. Accomplish the registration form online. Fill out the required fields in the form. Make sure that all information entered is true and correct. You are responsible for ensuring that your contact information is correct and current at all time.
2. Proceed with accomplishing the Student Information Questionnaire (SIQ).
3. Choose your preferred mode of payment — either by credit card or by bank payment. Applicants who register from abroad can only pay through credit card.
4. Check your e-mail account — inbox and spam mailbox — for your PhiLSAT Identification (ID) Form and a confirmation of your payment if you paid by credit card. Download and print a copy of your PhiLSAT ID Form. You will need to submit it on the test day.
5. If you need to change some or all the information given on this form, follow the instructions below.

## **Editing of PhiLSAT ID Form**

Editing of PhiLSAT ID can only be done during the registration period. Follow these steps:

1. Click the Edit Registration link under the Online Options on the CEM website and proceed accordingly. This option is automatically disabled once the registration period is over.
2. If changes have been made successfully, you will receive a new PhiLSAT ID Form. Discard immediately your old PhiLSAT ID Form. Print the updated version. You shall submit it on the test day.

## *Disclosure of Personal Information*

Personal information is collected during registration process. You will be asked to consider submitting personal information and your PhiLSAT score for some law schools' recruitment program. The option to participate in law school's recruitment program is only available during registration. You will be asked to accept or decline this offer.

## *Testing Fee*

The PhiLSAT Testing Fee of PhP1,000.00 covers the development, updating, maintaining, and deployment of the online registration system and the costs of test development, application form processing, test administration, processing and scoring of answer sheets, and the printing and delivery of test results.

## Payment Procedure

**You can pay online using a credit card or go through an over-the-counter transaction at the bank. Payment should be made on or before the deadline for registration.** Please note that you are NOT completely registered or fully qualified to take the PhiLSAT if you have NOT paid the PhiLSAT testing fee even if you have already downloaded, printed, and accomplished your PhiLSAT ID Form.

### Credit Card Payment

Major credit cards are accepted and processed by SecurePay. As soon as credit card payment is completed online, you will immediately receive a payment confirmation e-mail together with your PhiLSAT ID Form.

*All foreign applicants or those applying from abroad can only pay through credit card.*

### Bank Payment

Bank payments can be made in all **Bank of the Philippine Islands (BPI)** branches nationwide. **Only cash and full payment of PhP1,000.00 is accepted.** BPI may collect PhP30.00 to PhP50.00 as additional service charge.

A Bank Reference Number appears on your PhiLSAT ID Form. Bring this form with you to the nearest BPI branch and fill out a deposit/payment slip with the following details:

Account Name/Merchant's Name: **Center for Educational Measurement, Inc. (CEM)**  
CEM's BPI Account Number: **1881-0450-24**  
Policy/Plan/Reference No.: *(Bank Reference Number written on your PhiLSAT ID Form)*  
Policy/Planholder's Name: *(your full name as written on your PhiLSAT ID Form)*

Present the deposit/payment slip to the bank teller together with your payment. Keep the Client's Copy of the deposit/payment slip for reference or verification purposes.

You shall receive your payment confirmation e-mail within two (2) business days.

*The Testing Fee is non-refundable. Failure to take or complete the test on the scheduled test date under any circumstances totally forfeits your PhiLSAT Testing Fee.*

*You shall receive your CEM Official Receipt (OR) of payment when you receive or pick up your official PhiLSAT Certificate of Eligibility (COE) or Certificate of Grade (COG).*

*You should also visit the PhiLSAT Online website two (2) weeks before the test date to view your room assignment and download your PhiLSAT Examination Pass.*

**Please take note that review centers or any other agencies are NOT authorized to collect or accept, in behalf of CEM, any PhiLSAT testing fee from PhiLSAT applicants. Any untoward incident arising from your dealings with them is solely your responsibility.**



## *Cancellation of Test*

In case the PhiLSAT cannot be administered on the date announced because of a major weather disturbance or some unavoidable circumstance, a postponement will be necessary and the new schedule will be announced a week later.

## PART 3. TEST DAY INSTRUCTIONS

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Knowing in advance what to expect at the **Test Site** helps you to be more confident and comfortable on test day.

### *What to Bring*

Bring the following documents when you report at the test site:

- PhiLSAT Identification Form
- Original Transcript of Records or Notarized Official Certification issued by the School Registrar whether you are a GRADUATE (with details of bachelor's degree received, year of graduation, granting institution and its address) or a CANDIDATE FOR GRADUATION (with details of the course enrolled in, expected date of graduation, and name of institution and its address)
- Valid School or Government-issued ID (e.g., Driver's License, Passport, PRC ID, etc.)
- Examination Pass

*Your valid ID will be verified at the test site. The photo on your ID must be recognizable as you. ID verification may include signature comparison and photographing to ensure that you are who you say you are.*

#### Other materials needed:

- Pencils (No. 2 or HB) with/and erasers
- Wristwatch (optional and analog face dial only)
- **TRANSPARENT PLASTIC ENVELOPE** for personal valuables and other allowed items

### *What to Wear*

Dress comfortably and be prepared for varying room temperatures. You may find the testing room colder or warmer than you expected as energy-saving practices vary widely among testing sites.

### *What to Expect*

There are pre-administration and post administration security procedures. This will extend your stay in the testing room for around fifteen (15) minutes after the time limit. Thus, you may be dismissed from the testing room at around 11:15 a.m.

Friends or relatives who accompany you to the test site will NOT be permitted to be in contact with you while you are taking the test.

### *General Instructions*

1. Report to the Test Site before 7:00 a.m. Be inside your testing room as early as 7:15 a.m. (Only applicants who are properly registered with the CEM will be admitted at the test site.)
2. Attend to your personal needs before the start of the examination. No one will be allowed to go out of the testing room while the examination is ongoing.
3. You must answer the whole test in order to receive a score. If you decide to discontinue testing, accomplish a waiver wherein you waive the reporting and release of your PhiLSAT scores. Your answer sheet will not be processed and no official PhiLSAT results will be released.

## *Rules to Follow*

1. Cellular phones and other electronic gadget are strictly prohibited.
2. You will place all your things in front of the room, except your pencils and eraser.
3. You will be assigned a seat and must occupy the same seat in the duration of the test.
4. No one is allowed to leave the room earlier than the rest.
5. Always put your answer sheet on top of the armchair when taking the test.
6. The Watcher will keep the official time.
7. Cheating in any form, will automatically invalidate the test result. If you are caught cheating, you will be dismissed from the testing room. Your answer sheet will NOT be processed and the test fee will be totally forfeited. You will be disqualified to take another PhiLSAT.
8. If found to be in possession of illegally obtained PhiLSAT booklet, you will likewise be disqualified to take another PhiLSAT.

## *Prohibited Items*

1. Electronic devices including cellular phones, smartphones, tablets, personal digital assistants (PDAs), digital and smart watches, etc.
2. Recording or photographic devices (i.e., voice recorders, translators, cameras)
3. Listening devices and media players (i.e., iPods, MP3/4 players)
4. Calculators of any kind
5. Books, dictionaries, printed materials of any kind, blank sheet(s) of paper, etc.
6. **BAGS OF ANY KIND** (i.e. ladies bag, shoulder bags, attache case, backpacks, etc.)

## *Prohibited Behavior*

1. Possession or use of prohibited items inside the testing room. These include, among others, books, notes, review materials, and other printed materials; calculators, cellular phones, laptop computers, smart watches, or other similar devices.
2. Accepting or receiving anything, including food or drinks, from any person while the examination is in progress
3. Loitering, talking, or discussing your answers inside the room or along the corridor while the examination is in progress and during lunch break
4. Taking out the testing room test booklets used or pages thereof, copying, and/or divulging or making known the nature or content of any examination question or answer to any individual or entity
5. Failing to follow the Watcher's instructions after being warned
6. Destruction of test site property
7. Verbally or physically harassing or threatening any PhiLSAT staff
8. Being under the influence of alcohol or illegal drugs

9. Cheating that is depicted by, but NOT limited to, the following:
  - a. Looking, glancing or copying from the work of other examinees (with or without permission)
  - b. Allowing an examinee to look at or copy one's answers
  - c. Collaborating with one or more examinees when the requirement is that examinees shall work independently
  - d. Using prohibited examination reference materials
  - e. Possessing cheat sheet or any written answers on any body part (palm, hand, arm, thigh, etc.), piece of paper, glued in text/sheets of paper of academic relevance, etc.
  - f. Exchanging answers verbally or through the use of any electronic device
  - g. Obtaining test booklet and answer keys beforehand and during the test
  - h. Working after the time has been called

## PART 4. EXAMINEE AGREEMENT

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Before you register for the PhiLSAT, you must have downloaded and read the PhiLSAT Bulletin of Information (BOI). The BOI is the official policy and procedure guide to the PhiLSAT. In addition to adhering to the policies contained in the BOI, when you register for the test you will be asked to accept the PhiLSAT Examinee Agreement. The PhiLSAT Examinee Agreement aims at a thorough understanding of the PhiLSAT testing policies and procedures and of maintaining a fair and secure testing process. It consists of several online screens that reiterate the main provisions of the BOI on the following:

- Eligibility and registration requirements
- Payment
- Test day instructions
- Prohibited items and behavior on test day
- Terms and conditions for taking the PhiLSAT

The last three online screens of the PhiLSAT Examinee Agreement sets forth terms under which you agree to register and take the PhiLSAT, including, but not limited to, a prohibition on discussion or disclosure of test content. If you do not agree to these terms, you will not be permitted to register for the PhiLSAT.

### Terms and Conditions for Taking the PhiLSAT

As a PhiLSAT examinee and an applicant for admission to any Philippine law school, you must accept the following terms and conditions as stated:

1. I certify that I will take the PhiLSAT for the purpose of applying to a Philippine law school and not for any other reason.
2. I understand that I will be assigned a seat and must occupy the same seat in the duration of the test.
3. I understand that all answers must be recorded on the PhiLSAT answer sheet using a pencil. At the end of the test I will be required to return all test materials to the Watcher.
4. In pursuit of test fairness among all examinees, I understand that it is my responsibility as PhiLSAT taker to report all instances of suspected cheating on the part of any test taker.
5. I have read and will comply with the terms set forth in the PhiLSAT BOI, including, but not limited to, the rules and regulations concerning test-day procedures, the ban on bringing review materials or other prohibited information or items into the assigned building and testing room, and other prohibited behavior before, during, or after the test administration.
6. I am aware that the PhiLSAT is confidential and that its contents will be disclosed to me only on the day of the test.
7. I have been informed that the PhiLSAT and the questions therein are copyrighted and are protected by Philippines and international copyright and trade secret laws.
8. I agree that I will not discuss or disclose the PhiLSAT content orally, in writing, on the internet, or through any other medium.

9. I agree that I will not copy, reproduce, adapt, disclose, or transmit test items, in whole or in part, or assist anyone else in doing the same.
10. I further agree that I will not reconstruct test content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity.
11. I understand that prohibited acts related to confidentiality include, but are not limited to: describing questions, passages, or graphics from the test; identifying terms or concepts contained in test items; sharing answers to questions; referring others to information I saw on the test; reconstructing a list of topics on the test; and discussing test items, answers, passages, graphics, or topics on internet chat rooms, message boards, forums, or through other means.
12. I understand and agree that any alleged violation of this Examinee Agreement or any alleged activity that may compromise the validity, integrity, or security of the PhiLSAT will be investigated.
13. I also understand and agree that if I provide false information, violate the terms of this Examinee Agreement, any other terms or conditions stated in the PhiLSAT BOI, or any test site rules and regulations, engage in any activity that may compromise the validity, integrity, or security of the PhiLSAT, or fail to fully cooperate in any investigation of a violation of the Examinee Agreement or the terms and conditions of the PhiLSAT BOI, including a post-test identity verification:
  - That the CEM may issue a report of the factual findings of the investigation to legitimately interested parties;
  - That my answer sheet may NOT be processed and NO official test results may be issued; and
  - That I may be banned from taking the PhiLSAT for a limited time.

*Please contact us if you have questions after reading the BOI.*  
<https://www.cem-inc.org.ph/philsat/contact-us>

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