



Republic of the Philippines
Legal Education Board

PHILIPPINE LAW SCHOOL ADMISSION TEST

PhiLSAT

BULLETIN OF INFORMATION

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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. *Contents of this Bulletin may be subject to change without prior notice.*

PART 1. ABOUT PHILSAT

The Philippine Law School Admission Test (PhiLSAT) is a standardized test designed to measure academic potential for success in 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 Juris Doctor degree beginning school year 2019-2020.

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 prepare the questions and administer the test, 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, verbal reasoning, 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— identifying sentence error, sentence completion, 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 sufficiency, and data interpretation. 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 Design

Subtest	Item Type	No. of Items	Recommended Time Allotment
Communication and Language Proficiency	Identifying Sentence Error Sentence Completion Improving Sentences	50	50 minutes
Critical Thinking	Logical Reasoning Analytical Reasoning	50	65 minutes
Verbal Reasoning	Reading Comprehension	50	60 minutes
Quantitative Reasoning	Pattern Recognition Data Sufficiency Data Interpretation	50	65 minutes
Time Limit			4 hours

Examinees have exactly four (4) hours to finish the whole test. This does not include time spent on preliminary activities, giving directions, and distribution of materials. The recommended time allotment across subtests is meant to ensure that each item will have a fair chance of being answered.

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(s) and/or person(s) particularly those previously or currently connected with CEM as officers and employees, or as site coordinators for the PhiLSAT, making pronouncements or claims contrary to the above. You may email the PhiLSAT Secretariat at philsat@cem-inc.org.ph.

Test Results

The test scores are reported through electronic/online and printed copies of the Certificate of Eligibility (COE).

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 help you understand your scores so you can decide to which Philippine law schools to apply and whether or not you will retake the test.

Release of Test Results: Certificate of Eligibility/Certificate of Grades

Your PhiLSAT score will be printed in the Certificate of Eligibility (COE) if you pass. The original three copies of the COE will be mailed to the mailing address indicated on the PhiLSAT ID Form **forty-five (45) days** after the test date. On the other hand, if you score below the

passing score your Certificate of Grades (COG) will no longer be printed, rather it will be sent through email.

Independent courier service providers are contracted to transmit the PhiLSAT COEs. Delivery time may take more days for bulk mailing or approximately 4-7 days for NCR and 7-14 days in the provinces after it has been transmitted by CEM to its service partners. **LEB and CEM are not responsible for any claims for damages due to delayed delivery of your COE for any reason.** If you have not received your COE two (2) weeks after the scheduled release, you may contact the PhiLSAT Secretariat.

As a general rule, the following are the authorized recipients during delivery of PhiLSAT COE.

For Residential Delivery

1. Examinee (or ultimate consignee)
2. Any Relative/ House Mate / House Helper residing on consignee's registered mailing address
3. Security Guard/Receptionist on-duty at any condominium or compound address

For Office Delivery

1. Examinee (or ultimate consignee)
2. Security Guard-on-duty, Receptionist, Office Assistant, Office mates

(Note: Security Guards in some condominiums, subdivisions, and compounds do not accept parcels without the consignee's authorization. Please know your building's rules and regulations and coordinate accordingly.)

You will be notified by email and SMS that your PhiLSAT COE is underway. Special instruction will also be given to mailing categories that are for pick-up only from nearest courier outlets (out-of-serviceable areas, critical areas, etc.). **You must keep your email and mobile phone number current to ensure the proper and timely delivery of your test result.**

After two (2) failed delivery attempts, your document will be forwarded back to sender. All Return-to-Sender documents are for pick-up only from the office of the Legal Education Board.

Request for Duplicate Copies

Law schools are directed NOT to collect or require the submission of the original copies of the COE at the time of filing of the application forms or for purposes of taking the admission test. The COE is to be collected at the point of official admission (LEBMO No. 23, August 2, 2018). Request for duplicate copy for other reason (i.e., loss, damaged, etc.) is subject to the approval of the Legal Education Board and must be filed directly to the office of LEB.

Distribution of Master List of Test Results

For authentication purposes, your score will also appear on the Master List of Test Results which will be sent to the Legal Education Board.

Rechecking of Answer Sheets and Disclosure of Scores

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

Requests to disclose an individual's scores, over the phone or via email, will NOT be entertained.

PART 2. ONLINE REGISTRATION

Eligibility

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

1. GRADUATE of a 4-year bachelor's degree program, or its equivalent, from a duly recognized higher education institution in the Philippines
2. GRADUATING STUDENT of a 4-year bachelor's degree program, or its equivalent, from a duly recognized higher education institution in the Philippines at the end of the school year when the PhiLSAT is administered
3. GRADUATE from a foreign higher education institution with a degree 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*).

Note: A foreign national who wishes 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)

WHO MUST TAKE THE SEPTEMBER 29, 2019 PHILSAT:

All those intending to enroll in the Juris Doctor course in a Philippine law school starting in AY 2019-2020, specially the following:

- 1) College graduates, and graduating college students at the end of AY 2018-2019;
- 2) Those who have previously passed the PhiLSAT but whose eligibility expired at the end of AY 2018-2019;
- 3) Those with valid PhiLSAT eligibility who want to improve their ratings;
- 4) Those who have previously taken the PhiLSAT but failed to reach the passing score; and
- 5) Those who are conditionally enrolled in the 1st Semester of AY 2019-2020.

Requirements

Before you register online, make sure that you have the following:

1. Valid and current **School ID or Government-issued ID (or valid passport** for applicants from foreign countries)
2. Valid and working **Email Account**. Important notifications will be sent to your email address such as identification forms, examination pass, mailing alerts, and other advisories.
3. An **Unretouched Digital Photo with White Background** that meets the following requirements:
 - The photo must have been taken within the last six months
 - The photo must be clear, so that there can be no doubt about your identity
 - Only your face and shoulder should be included in the photo (similar to a passport photo)
 - The digital photo must NOT be a scanned photo of any existing valid ID
 - The digital photo must match your appearance on the day of the test (e.g., with or without beard)
 - Must be 2" x 2", colored, with white background
 - The image pixel dimensions must be in a square aspect ratio (i.e., 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

Your digital photo will appear on your PhiLSAT Identification Form, and Examination Pass, which will be collected on the day of test and submitted to the Legal Education Board, and on your Certificate of Eligibility (COE) which will be submitted to the law school upon official admission so we strongly discourage photo selfies and improper poses.

Procedure

IMPORTANT: *Information entered will only be saved upon completion of the registration process. In case you fail to complete registration, it will be cancelled and you will lose all previously entered information. To register again, simply log in to your account and provide all required information to finish the process. It is your responsibility to ensure that your registration has been completed.*

1. Check the strength and speed of your internet connection before you start your online registration. The PhiLSAT website works better when you use the *Google Chrome Browser*.
2. Accomplish the Registration Form. Fill out ALL required fields. **Make sure that you enter your Full Name as it appears on your valid ID.** It is your responsibility to make sure all biographical information in your PhiLSAT account is correct, accurate, and consistent. Your failure to provide accurate and consistent information could result in errors and processing delays. In some cases, your test result might be put on hold until the matter is resolved. You might also be asked to provide documentation to support the biographical data change (e.g., birth certificate, affidavit)
3. Enter your complete Mailing Address (indicate house number, street name, barangay, name of town and city, and zip code). **This is the address where your Certificate of Eligibility will be delivered.**
4. Proceed with accomplishing the Student Information Questionnaire (SIQ).
5. Choose your preferred mode of payment – either by **credit card** or by **over-the-counter bank payment**. **Applicants who register from abroad can only pay through credit card.**
6. As soon as you completed the registration process, a copy of your PhiLSAT Identification Form will be sent to your email address. Check it for accuracy, you will not be permitted to change your biographical data at the close of the registration period. Download and print a copy for your file (and as reference copy when you pay at the bank). There is no need to bring or submit a copy on test day.
7. If you need to change some or all the information on your PhiLSAT account, follow the instructions below:
 - a) Click the Edit Registration link under the Online Options on the PhiLSAT website and proceed accordingly.
 - b) If changes have been made successfully, you will receive a new PhiLSAT Identification Form on your email.

Note: The change can only be done during the registration period.

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 a 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. **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.

Payment Procedure

IMPORTANT: *Over-the-counter bank deposit and payment via credit card are the only official modes of payment recognized by the registration system. We strongly discourage paying via online or mobile fund transfers or via ATM deposit, as these transactions are NOT automatically traceable to your PhiLSAT application. Your name may NOT be included in the room assignments and you may NOT be able to take the test. THE SAME GOES IF YOU PAY AFTER THE PAYMENT DEADLINE.*

Also, please be reminded that you are not completely registered or fully qualified to take the PhiLSAT if you have NOT paid the testing fee even if you have already downloaded, printed, and accomplished your PhiLSAT Identification Form.

There are two (2) modes of payment:

1. Over-The-Counter Bank Deposit

Bring your PhiLSAT ID Form to the nearest Bank of the Philippine Island (BPI) or Banco de Oro (BDO) and fill-up the deposit/transaction slip. Only full cash payment is acceptable. The bank may collect an additional service charge. Keep the client's copy of the deposit slip for reference or verification purposes.

Bank of the Philippine Islands (BPI)

Account Name/Merchant's Name	Center for Educational Measurement, Inc. (CEM)
CEM's BPI Current Account Number	1881-0450-24
Policy/Plan/Reference No.	<i>(Bank Reference Number indicated on the top left portion of your PhiLSAT Identification Form)</i>
Policy/Planholder's Name	<i>(Your full name as written on your PhiLSAT ID Form)</i>

Banco de Oro (BDO)

Account Name/Merchant's Name	Center for Educational Measurement, Inc. (CEM)
CEM's BDO Savings Account Number	0048-8008-5327
Policy/Plan/Reference No.	<i>(Bank Reference Number indicated on the top left portion of your PhiLSAT Identification Form)</i>
Policy/Planholder's Name	<i>(Your full name as written on your PhiLSAT ID Form)</i>

Before leaving the bank, ensure that the validations on the deposit or transaction slip matches your name and bank reference number as they appear on your PhiLSAT ID Form.

2. Credit Card

If you choose to pay by credit card, you will be directed to the website of the bank's secured credit card payment and will be instructed accordingly until payment is successful.

Confirmation of Payment

1. Credit card payments are automatically confirmed by email once payment is successful.
2. If you pay through over-the-counter bank deposit, you shall receive payment confirmation email in your inbox (or spam mailbox) after 2-3 business days.

If you do not receive an email confirmation of your payment after 3 banking days, please contact the PhiLSAT Secretariat. You shall receive the Official Receipt (OR) on the day of the test.

DISCLAIMER: Review centers or any other agencies are NOT authorized to collect or accept any PhiLSAT testing fee from PhiLSAT applicants. Any untoward incident arising from your dealings with them is solely your responsibility.

Examination Pass

You should access your PhiLSAT account at least one week *before* the test date and click on the link for Room Assignment to know your test site and room assignment. Download and print your PhiLSAT Examination Pass. **You will need to submit it to the Watcher on examination day.** If your PhiLSAT Examination Pass or your room assignment is not yet available, call the PhiLSAT Secretariat immediately.

Cancellation of Test

In case the PhiLSAT cannot be administered on the date announced because of fortuitous events, a postponement will be necessary and the new schedule will be announced.

PART 3. TEST DAY INSTRUCTIONS

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

What to Bring

All examinees must bring to the PhiLSAT test center the following:

1. PhiLSAT Examination Pass – to be collected by the Watcher before the start of test
2. Valid School ID or Government-issued ID (current and not expired on test date)
3. Three or Four sharpened No. 2 or HB pencils with good erasers
4. Transparent plastic envelope or transparent bag for personal valuables and other allowable items

Permitted items inside the testing room (must be put inside the transparent envelope or bag): mobile phone (power-off), valid ID, wallet, keys, pencils, erasers, pencil sharpener, medicines, tissues, beverage in clear plastic container (maximum size: 500ml), candies, biscuits. Examinees are permitted to bring or wear an analog (nondigital) wristwatch (also see General Instructions #4 for *items permitted on top of the armchair*).

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.

The PhiLSAT Examination Pass will be collected by the Watcher and submitted to LEB for documentation purposes. This will not be returned.

Your results may be withheld indefinitely if you fail to present or submit the required documents listed above.

Wear proper dress code (smart casual) and in a manner that enables you to adapt to any room temperature. You may find the testing room colder or warmer than you expected as energy-saving practices vary widely among testing sites. Smoking is NOT permitted.

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.

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 no later than 7:00 AM. Wait for instruction to enter the testing room. Only applicants who are properly registered 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 at the start of pre-administration instructions. If you must use the restroom during the test, raise your hand, and wait for permission to leave the room. Close your test booklet and put your test materials face down on the armchair. You will not be given extra time for time lost during your absence in the restroom. Only **ONE PERSON AT A TIME** is permitted to leave the testing room and **WILL** be accompanied by a proctor. Examinees who are allowed to use the restroom must go directly to the restroom and must return to the testing room without visiting any other area of the test center. No one may leave the vicinity of the test center, including exiting the building.
3. You will be required to place your transparent envelope/bag containing all personal things in a designated area assigned by the Watcher.
4. The following items are permitted on top of your armchair: valid ID, PhiLSAT Examination Pass (prior to being collected), pencils, erasers, sharpener and analog wristwatch.
5. You will be assigned a seat and must occupy the same seat for the duration of the test.
6. No one is allowed to leave the room earlier than the rest.
7. Always put your answer sheet on top of the armchair when taking the test.
8. The Watcher will keep the official time. You may not start the test until instructed to do so. You must put down your pencil immediately when instructed to do so.
9. Cheating in any manner or form, will automatically invalidate the test results. If you are caught cheating, you will be dismissed from the testing room. Your answer sheet will **NOT** be processed and your test fee will be totally forfeited. The Legal Education Board (LEB) may also decide to impose additional penalties if necessary and as deemed appropriate to the offense.
10. If you decide not to complete the test, 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.
11. At the end of the test, you may not leave until all test materials have been collected and accounted for.

Prohibited Electronic Devices

Except for mobile phones (**which MUST be turned off before you enter the testing venue/building and placed inside the transparent bag, and will be activated only outside the test venue/building**), the following electronic devices are not allowed inside the test venue:

1. Recording or photographic devices (i.e., voice recorders, translators, cameras)
2. Listening devices and media players (i.e., iPods, MP3/4 players)

3. Calculators of any kind
4. Digital watches, alarm watches, beeping watches, and calculator watches
5. Personal digital assistants, beepers, fitness-tracking devices, electronic cigarettes

Prohibited Non-Electronic Devices

1. Books, dictionaries, printed materials of any kind, blank sheet(s) of paper, etc.
2. Ink pens or felt-tip markers
3. Rulers, mechanical pencils, mechanical erasers
4. Briefcase, handbags, backpacks (of any kind)
5. Sunglasses, earplugs, hats (hoods may not be worn on the head except religious apparel)
6. Weapons, firearms, and sharp objects (can be grounds for immediate dismissal)

Prohibited Behavior

1. Possession or use of prohibited items inside the testing room.
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
4. Taking the test booklets(s), or pages thereof, out of the testing room, as well as copying, and/or divulging or making known the nature or content of any examination question or answer to any individual or entity
5. Failure 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 or another examinee
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 manual signals or electronic device
 - g. Obtaining test booklet and answer keys beforehand and during the test
 - h. Answering the test after the time to stop has been called

Anyone caught violating any of these rules will be disqualified from continuing with the test.

PART 4. EXAMINEE AGREEMENT

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 to promote a thorough understanding of the PhiLSAT testing policies and procedures, maintain a fair and secure testing process, and obtain informed consent to the terms of the PhiLSAT data privacy policy. It consists of several online screens that reiterate the main provisions of the BOI on the following:

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

The succeeding 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.

On the last screen is the PhiLSAT data privacy policy. You will be asked for your consent to share your personal data and to indicate your agreement to the terms of this policy.

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 for 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 Philippine 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 social media 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 this 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 on this PhiLSAT BOI, including a post-test identity verification:
 - That CEM may issue a report of the factual findings of the investigation to legitimately interested parties;
 - That my PhiLSAT answer sheet may NOT be processed and NO official test results may be issued; and
 - That I may be banned from taking any PhiLSAT examination.

Data Privacy Policy

Pursuant to our responsibilities under Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, the Legal Education Board (LEB) and the Center for Educational Measurement (CEM) affirm your right to privacy of your personal data, particularly in relation to your application to take the Philippine Law School Admission Test (PhiLSAT) and to apply to law school. This right extends both to processed information as well as to the raw data upon which processed information is based.

This data privacy policy (“Privacy Policy”) describes our practices regarding the collection, storage, protection, and use of your personal data.

Scope and Consent

By using the PhiLSAT Online Registration System and providing your personal data in connection with your application to take the PhiLSAT, you accept the practices described in this data privacy policy and consent to the collection and use of this information by LEB and CEM. By registering online, you explicitly authorize:

- CEM, its employees, and third-party service providers, to use your personal data for purposes of providing services to you or for other reasonable purposes which are related to the services it provides or improvements / upgrades in its systems and business processes, including but not limited to test administration, scoring, and release / delivery of test results.
- CEM to share / release your personal data (name and test results) to Philippine law schools as a way to authenticate test results and safeguard against falsification of the former.
- LEB and CEM to use your personal data for research and statistical purposes.

LEB and CEM reserve the right to make changes to this Privacy Policy at any time. Any changes will be posted on this page.

Collected Information

The information to be collected consists of information that you voluntarily provide to us when you register to take the PhiLSAT. This includes personally identifying information such as your (1) personal contact information, (2) educational background, (3) demographic information, (4) account login information, and (5) credit card information, as well as (6) technical computer information, (7) website usage information, and (8) social network information (“personal data”).

Storage and Protection of Collected Information

The personal data obtained through this website is entered and stored within the CEM’s authorized information and communications system, and will be accessed only by LEB and CEM authorized personnel. Reasonable physical and technical safeguards are used to secure your personal data from unauthorized access, use, or disclosure.

Sharing and Use of Collected Information

Your personal data is collected primarily for the purpose of (1) providing you with PhiLSAT test registration services, (2) enabling billing and shipping, (3) ensuring your safety and convenience during the testing process, (4) processing, reporting, and disseminating of test results for admission, research, and scholarship purposes, (5) generating relevant statistics for educational purposes, (6) profiling, historical, and statistical purposes, and (7) for systems administration and troubleshooting purposes.

Your contact information (email address and phone number/s) may be shared with law schools who may invite you to enroll in their school, and/or offer scholarship grants, unless you withhold consent thereto.

I do not want my contact information (email address and phone number/s) to be shared with law schools for recruitment or scholarship purposes.

Your personal data may be shared with law schools, the Supreme Court, potential funders, and other relevant stakeholders, for the other purposes stated above, unless you withhold consent thereto.

I do not want my personal data to be shared with law schools, the Supreme Court, potential funders, and other relevant stakeholders for the purposes stated above.

Retention and Confidentiality of Collected Information

PhiLSAT scores are the property of the LEB and CEM and are to be kept indefinitely for historical, statistical, and educational purposes. The appropriate organizational, physical, and technical security measures will be used to secure your personal data from unauthorized access, use, or disclosure.

Your Rights

Pursuant to the Data Privacy Act, you have the following rights:

- The right to privacy;
- The right to be informed of the processing of your personal data;
- The right to be informed of any data breach;
- The right to access your personal data, to rectify the same, and to erasure or blocking of such information upon reasonable request;
- The right to object to further processing;
- The right to lodge a complaint before the National Privacy Commission; and
- The right to damages when appropriate.

Contact Information

If you have any questions or clarifications regarding this Privacy Policy, you may contact Atty. Marian Camille E. Chavez of the Legal Education Board at mcchavez@leb.gov.ph.

CONSENT AGREEMENT

I hereby agree with the terms and conditions of the Privacy Policy.

PART 5. TESTING ACCOMMODATIONS

CEM understands the needs of persons with medical condition or disabilities who intend to take the PhiLSAT. We want to provide reasonable accommodations for purposes of managing the test administration without compromising the purpose of the test.

If you are a person with medical condition (e.g. pregnant, hearing impairment, visual impairment) or a PWD (person with disability) card-bearing person, you must indicate it when you register online. This will allow CEM to make special arrangement(s) that fit your needs subject to LEB's approval. LEB may also require the submission of supporting documents in relation to your condition (e.g. valid PWD ID card, medical certificate).

*Please contact the PhiLSAT Secretariat if you have questions on the content of this Bulletin of Information (BOI).
<https://www.philsat.com.ph>*

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