



INSTRUCTIONS FOR REQUESTING TESTING ACCOMMODATIONS

Please read these instructions carefully. You are required to be aware of and comply with all instructions that follow. Online submission of applications is preferred. You may submit the application in hard copy upon request. If submitted in hard copy, the completed application must be typewritten or legibly printed in ink. The answers on the hard copy application will be transferred and uploaded into the Applicant Community and a decision will be communicated electronically.

Testing accommodations are provided to ensure that applicants with disabilities can access the exam and are afforded an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others. Applicants with temporary medical conditions, such as a broken arm, pregnancy, mothers who are nursing, etc. may also submit a request for temporary accommodations.

Applicants are strongly encouraged to submit the Request for Testing Accommodations Form well in advance of the exam they intend to take, as the requests are processed in the order received. A request for testing accommodations may be submitted before the application period begins for an exam. Approval of testing accommodations does not entitle an applicant to sit for a particular exam. A separate exam application is required for each exam and must be submitted before the application deadline.

The State Bar considers a request for testing accommodations complete upon receipt of all required forms and supporting documentation. A request may be deemed incomplete if the required forms are incomplete, or if the applicant or qualified professional does not respond in full to the required questions. A request that is incomplete by the exam application deadline will not be processed for that exam.

A request for testing accommodations must be complete and received no later than:

California Bar Examination

- January 1 for the February exam
- June 1 for the July exam

COMPLETING THE REQUEST FOR TESTING ACCOMMODATIONS FORM

Information regarding each section of the Request for Testing Accommodations Form is listed below. Be sure to save your entries on each page and wait for the "details saved" message to appear at the top of

each screen before you move to the next section. It may take a moment for the message to appear. You will upload all required forms and documentation in the “File Upload” section of the application.

PERSONAL & CONTACT INFORMATION

You are required to provide your preferred email addresses, phone numbers, and mailing address. It is your responsibility to inform the Office of Admissions of any changes to your preferred contact information on record.

SECTION 1: BACKGROUND INFORMATION

You must select the exam you intend to take and whether you have sat for an exam with the State Bar of California previously. If you have sat for an exam with the State Bar of California previously, you must list the month and year of each exam taken.

If you have an exam application in progress, enter the exam application case number. You may also use the search function to find your current exam case number.

SECTION 2: DISABILITY STATUS AND PRIOR ACCOMMODATIONS

You must indicate the nature of the disability(ies) for which you are requesting accommodations.

Indicate if you are submitting an emergency request for testing accommodations past the application deadline. An emergency request is only available if you became disabled after the application deadline and does not apply to disabilities that existed before the deadline, whether or not you were diagnosed or a visit to a treating professional could be arranged. In your statement of need, you must state that you are submitting an emergency request and explain why the request could not have been filed by the final filing deadline. You must upload documentation explaining the nature, date, and reason for the emergency request.

Provide details of any past accommodations requested or received in college or law school. If you requested accommodations in school, list the name of the school, years attended, and type of accommodation granted, if any. You must upload verification of any previous accommodations received in school by uploading a copy of the letter you received detailing the results of your request for testing accommodations. If you have not received previous testing accommodations in school, select “No.”

Select whether you have received testing accommodations on a high stakes exam. Enter the month and year those accommodations were approved. You must upload verification of any previous accommodations received on other high stakes exams by uploading a copy of the letter you received detailing the results of your request for testing accommodations.

If you have not received previous testing accommodations on a high stakes exam, select “I have never received accommodations on a high stakes exam.”

If you are requesting the same accommodations as previously approved on a high stakes exam for a permanent disability, and the State Bar offers the same or equivalent accommodations, select the applicable high stakes exam. You must also certify that you are currently experiencing the same disability-related functional limitations for which you were approved previously to receive the same accommodations.

If you are requesting greater, different, or additional accommodations than previously approved for a high stakes exam, or you are requesting more than double time for the exam and/or a private room, you must upload a completed Qualified Professional Form, as these requests do not qualify for the automatic approval process.

If your request for accommodations was previously denied for a high stakes exam, select which exam denied your requested accommodations, and upload a copy of the denial letter on the File Upload step.

SECTION 3: TESTING ACCOMMODATIONS REQUESTED

California Bar Examination Format and Setting

FORMAT

The California Bar Exam is a timed exam administered in a proctored setting. The written session is comprised of five one-hour essay questions and one ninety-minute performance test question. Applicants may use their personal laptop to type their answers, or they may handwrite their answers. The multiple-choice session is comprised of 200 questions where applicants must record their answers by darkening circles using a Number 2 pencil on an answer sheet.

SETTING

For in-person exams, applicants have assigned seating with two people per six-foot table in conference halls. Applicants are not allowed to bring food into the exam room; however, a lunch break is given during the written session and during the multiple-choice session. Applicants may bring in one bottle of water in a clear, plastic container no larger than 32 ounces, without labels or writing, and with a lid. Applicants have access to a restroom during the exam, and they may stand and stretch. The exam is administered in a quiet environment and applicants are allowed the use of earplugs.

IN-PERSON EXAM ROOMS

For applicants with testing accommodations that are designed to limit auditory and visual interruptions during the exam, the State Bar will offer three modified testing environments:

1. Reduced-distraction room – may have up to 25 applicants per room.
2. Semi-private room – may have up to five applicants per room.
3. Private room – one applicant and at least one proctor per room. A request for a private room shall include an explanation of why testing in a semi-private or distraction-reduced room is insufficient.

Applicants with specific health-related conditions (pregnancy, lactation, or diabetes), may select “Standard accommodations” to receive a standard set of accommodations upon submission of a note

from a qualified professional confirming that the condition will exist at the time of the exam. The standard accommodation for each condition is listed below:

- Pregnancy – Extra 30 minutes or less, food/drink, pillows or extra cushions, seating near a restroom.
- Lactation/having to express milk – Extra 30 minutes, private space to pump, permission to bring breast pump and related equipment.
- Diabetes – Extra 30 minutes, food/drink, and glucose monitor/diabetic related equipment.

To take advantage of the streamlined, automatic approval process, request the same accommodations you were previously granted on a high stakes exam. The request must not include more than 100 percent extra time (double time) and/or a private room. If you are requesting this or you select additional accommodations than indicated on your high stakes exam verification letter, this will remove you from the streamlined process and your request will be reviewed under the standard process.

If you are requesting extra time on the exam, select how much extra time you are requesting for the written sessions and the MBE sessions. If you are requesting the standard accommodation for pregnancy, lactation, or diabetes, select the “Standard” time accommodation. Otherwise, select “No additional time requested.”

If you are requesting extra time, indicate why the specified extra time is needed and explain how you arrived at the specific amount of time requested. Please include any time needed for breaks in the total extra time you are seeking for the exam.

SECTION 4: STATEMENT OF NEED

Taking into consideration the description of the format and setting of the exam, and the functional limitations that you currently experience, you must provide a statement of need, which includes reasonable explanations of:

- your disability-related functional limitations as compared to how most people in the general population function in the same areas;
- how your disability-related functional limitations impact your ability to access the exam under standard test conditions; and
- why the specific test accommodations you are requesting are necessary to ensure your access to the exam.

If you are requesting more than double time and/or a private room, and you do not have a severe visual impairment, you must provide a reasonable explanation of why double time and/or a semi-private room are insufficient to provide you with access to a State Bar-administered exam.

FILE UPLOAD

You must provide verification of any previous accommodations received in school or on high stakes exams by uploading a copy of the letter you received detailing the results of your request for testing accommodations.

If you do not qualify for the automatic approval process, you must upload a Qualified Professional Form completed by your specialist verifying your disability and need for testing accommodations, along with any relevant supporting documentation needed to determine the applicant's disability-related functional limitations, their specific access needs, and how those needs relate to the testing accommodations requested. A request may be deemed incomplete if the required forms are incomplete, or if the applicant or qualified professional does not respond in full to the required questions.

VERIFICATION AND SUBMITTING THE REQUEST

In order to submit your request for testing accommodations, all questions with a red asterisk must be answered. If you did not answer the required questions or upload the required documentation, you will receive a message indicating that there is an issue validating the case. Please review the section indicated in the message.

Once you have answered all of the required questions and provided the required documentation, you must still click on the "Submit" button to progress to the final step in the application.

CERTIFICATION AND AUTHORIZATION

You must certify that all information provided on this form is true and correct. Applicants are responsible for providing complete and accurate information. Applicants who provide false or misleading information to support a testing accommodation request will be referred to the Moral Character Determinations unit, which may result in an adverse moral character determination.

Once you have certified the information by clicking the "Applicant Declaration" box and a checkmark appears, you must click "Accept Declaration."

Your application will not be processed until it has been submitted and you have accepted the declaration in the Applicant Portal.

REMINDERS AND ADDITIONAL INFORMATION

If the application or Qualified Professional Form does not provide sufficient space for a response, continue the response on a separate piece of paper and upload it to the [Applicant Portal](#).

If you are requesting the same accommodations as previously granted for a prior CBX for a permanent disability, you must select the "Same Accommodations" checkbox in the exam application to have the same accommodations extended to another administration of the exam. You are not required to resubmit supporting documentation if you are requesting the same accommodations that were previously granted for the CBX.

You are ineligible to request the same accommodations if you were previously granted accommodations for the CBX on a temporary basis.

The State Bar automatically grants a standard set of accommodations for applicants with certain health-related conditions, including some temporary conditions, for which the individual is unlikely to have a prior recent history of accommodations, and for which accommodation requests tend to be fairly standard. These conditions include pregnancy, lactation/having to express milk, and diabetes. If you have any of these health-related conditions, you will receive the standard set of accommodations as listed on the State Bar's [website](#) upon submission of a note from a qualified professional confirming that the condition will exist at the time of the exam. If you require different or greater accommodations than the standard set of accommodations, you must submit the Qualified Professional Form.

You will not be able to select a testing accommodation test center when you register for an examination. Instead, you may indicate your preferred testing accommodation test center in the Testing Accommodation section your CBX application. If you are granted accommodations, you will be assigned to a testing accommodation test center. Once that reassignment is made, if you need to change your testing accommodations test center, you may submit a request through the Applicant Portal.

You may change an address, email, or telephone number by logging into the Applicant Portal, clicking on your name at the top right of the page, and selecting "My Profile" from the dropdown list. All contact information may be updated on the "My Profile" page, and changes take immediate effect.

Please refer to the State Bar's [website](#) for information regarding the processing of a request for testing accommodations.

FURTHER COMMUNICATION

The State Bar will maintain an official record of all communication with an applicant. Applicants should submit inquiries through the Applicant Portal so that staff may review the relevant issues and prepare to offer tailored information before discussing the matter with the applicant.

Applicants with inquiries that require immediate attention should call the State Bar at 800-843-9053.