



INSTRUCTIONS FOR REQUESTING TESTING ACCOMMODATIONS FOR THE CALIFORNIA BAR EXAMINATION

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 Portal 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 Testing Accommodations Application as far in advance as practicable, as the requests are processed in the order received. A request for testing accommodations may be submitted before an application to take a particular exam is available. Approval of testing accommodations does not entitle an applicant to take a particular exam. An applicant must separately apply for any examination for which they intend to take.

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 A request that is incomplete as of the final filing deadline will be withdrawn and the applicant will not have the opportunity to remedy the lack of completeness. If a Request for Testing Accommodations is submitted on or near the final application deadline for a particular exam, there may be insufficient time for the applicant to request review of any denied or partially approved accommodation requests.

A request for testing accommodations for the California Bar Exam must be complete and received no later than:

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

COMPLETING THE TESTING ACCOMMODATIONS APPLICATION

Information regarding each section of the Request for Testing Accommodations Application 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 previously taken an exam with the State Bar of California. If you have previously taken an exam with the State Bar of California, you must list the month and year of each exam.

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 if 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 at an educational institution, list the name of the school, years attended, and type of accommodation granted, if any. You must upload verification of any previous accommodations received 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 at an educational institution, select "No."

Select whether you have received testing accommodations on a high stakes exam (LSAT, GRE, GMAT, MCAT, DAT, SAT I, SAT II, ACT, or GED). 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 Certification Form, as these requests do not qualify for the automatic approval process. Individuals who have taken an exam administered by the State Bar in the past may not qualify for automatic approval based on previous high-stakes exams. If a request does not qualify for automatic approval, you will need to submit additional items beyond the Testing Accommodations Request form, including the Qualified Professional Certification Form and any supplemental documentation relevant to the request.

SECTION 3: TESTING ACCOMMODATIONS REQUESTED

Format

The California Bar Exam is a timed exam administered in a proctored setting. The written session is composed of five one-hour essay questions and one ninety-minute performance test question. When registering for the exam, applicants will choose to either use their personal laptop to type their answers or handwrite their answers. The multiple-choice session is composed 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 the multiple-choice session. Applicants may bring in one bottle of water as listed and described in the exam bulletin. 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 foam earplugs.

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 ten applicants per room.

3. Private room – one applicant and at least one proctor per room. A request for a private room must include an explanation of why testing in a semi-private or reduced-distraction 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. For pregnancy and lactation accommodations requests, the qualified professional must also provide the expected due date or delivery date. The standard accommodation for each condition is listed below:

- Pregnancy – Extra 30 minutes for each session of the exam, permission to bring food, drink, and extra cushions.
- Lactation/having to express milk – Extra 30 minutes for each session of the exam, a private space to pump, and permission to bring breast pump and related equipment.
- Diabetes – Extra 30 minutes for each session of the exam, permission to bring food, drink, and glucose monitor/diabetic related equipment. The glucose monitor/diabetic related equipment should not require a smartphone.

If you are requesting extra time for the exam, select how much extra time you are requesting for the written sessions and the multiple-choice sessions. You will need to indicate why the specified extra time is needed and explain how you arrived at the specific amount of time requested. Applicants should include any time needed for breaks in the total extra time they are seeking for the exam.

If you are requesting the standard accommodation for pregnancy, lactation, or diabetes, select the “Standard” time accommodation. Otherwise, select “No additional time requested.”

SECTION 4: STATEMENT OF NEED

Taking into consideration the description of the format and setting of the exam, and the disability-related 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.

You may provide the statement of need as a written response directly in the Testing Accommodations Application. Applicants may also choose to upload a separate statement of need as part of the file upload section. A statement of need should provide a comprehensive explanation addressing the bullet points listed above. 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 an educational institution or on high stakes exams by uploading a verification form or copy of the letter you received detailing the results of your request for testing accommodations. A copy of the verification is required in order to take advantage of the streamlined, automatic approval process. To qualify for the streamlined approval process, an applicant must 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 do not qualify for the streamlined approval process, are requesting different accommodations beyond the high stakes exam accommodation granted, or never previously received accommodations before, you must upload a [Qualified Professional Certification Form](#) completed by your specialist verifying your disability and need for testing accommodations, along with any relevant supporting documentation needed to determine your disability-related functional limitations, 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 you or your 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 do 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 the required questions and provided the required documentation, you must click on “Submit” to progress to the final step in the application.

CERTIFICATION AND AUTHORIZATION

You must certify that all information provided in this application is true and correct. Applicants are responsible for providing complete and accurate information. Applicants who provide false or misleading information to support a testing accommodations request will be referred for consideration during their Application for Determination of Moral Character, 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. Applications left in “drafted” or “verified” status will not be reviewed.

REMINDERS AND ADDITIONAL INFORMATION

If the application or Qualified Professional Certification 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, if the accommodations were granted based on a permanent disability.

Applicants who were granted accommodations for the CBX on a temporary basis, or for a temporary disability, must file a new testing accommodations application for each administration of the exam and provide the required documentation and relevant supplemental documentation for review.

You will not be able to select a testing accommodations test center when you register for an examination. Instead, you may indicate your preferred testing accommodations test center in the Testing Accommodations section of your CBX application. If you are granted accommodations, you will be assigned to a testing accommodations test center. Once that reassignment is made, you may request to change your testing accommodations test center by emailing testing.accommodations@calbar.ca.gov. Placement at testing accommodation test centers depends on capacity as well as compatibility with granted accommodations.

You may change your 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 effect immediately.

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 who wish to speak to someone may call the State Bar at 800-843-9053.