

**Board of Law Examiners**  
Appointed by the Supreme Court of Texas

**GENERAL INSTRUCTIONS FOR REQUESTING TESTING ACCOMMODATIONS  
ON THE TEXAS BAR EXAM**

**A. GENERAL INSTRUCTIONS**

1. The Texas Bar Examination is designed to test the knowledge and skills necessary for admission to the Texas Bar. The Texas Board of Law Examiners encourages Applicants with disabilities to apply for testing accommodations. It is the Board's policy to administer the Texas Bar Exam as required by the Americans with Disabilities Act, as amended. Qualified Applicants with disabilities who are otherwise eligible to take the Texas Bar Exam but who cannot demonstrate that they possess the knowledge and skills to be admitted to the Texas Bar under standard conditions may request reasonable testing accommodations.
2. The Board will make reasonable modifications to its policies, practices, and procedures that might otherwise prevent individuals with disabilities from taking the Texas Bar Exam in an accessible place or manner, provided such modifications do not result in a fundamental alteration to the Texas Bar Exam or to other admission requirements, impose an undue burden, or jeopardize exam security. The Board will provide additional testing time, auxiliary aids, and other accommodations when necessary to ameliorate the effect of the Applicant's disability on the Applicant's ability to take the Texas Bar Exam. No additional charges will be assessed to cover the costs of reasonable accommodations. Applicants are responsible, however, for all costs incurred in establishing their right to accommodations.
3. The Board evaluates requests for testing accommodations on a case-by-case basis. Applicants must submit documentation through their ATLAS account from one or more Qualified Professionals that provides information on the diagnosed impairment(s), the Applicant's current level of impairment, and the rationale for the requested testing accommodations. Applicants also must submit verifying documentation of their history of accommodations, if any. The Board will maintain the confidentiality of all documentation submitted through the ATLAS system, but the Board may submit documentation to one or more qualified, independent professionals for an impartial review. Accommodations granted in college or law school do not necessarily entitle Applicants to accommodations on the Texas Bar Exam. The Board does, however, give considerable weight to accommodations received in similar testing situations or in response to an IEP or Section 504 plan.

**B. DEFINITIONS**

1. *Disability* is a physical or mental impairment that substantially limits one or more major life activities of the Applicant. In the bar exam setting, the impairment must limit an Applicant's ability to demonstrate, under standard testing conditions, that the Applicant possesses the knowledge, skills, and abilities tested on the Texas Bar Exam.

2. *Physical impairment* is a physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body's systems.
3. *Mental impairment* is any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, or any specific learning disability.
4. *Major life activities* include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
5. *Reasonable accommodations* are adjustments or modifications of the standard testing conditions, or an appropriate auxiliary aid or service, that ameliorates the effect of the Applicant's disability without:
  - a. fundamentally altering the nature of the Texas Bar Exam, including but not limited to compromising the validity or reliability of the exam; or
  - b. imposing an undue burden on the Texas Board of Law Examiners; or
  - c. jeopardizing exam security.
6. *Qualified Professional* is a licensed physician, psychiatrist, psychologist, or other health care provider who has appropriate training and experience in the field related to the Applicant's disability.

## C. REQUESTING ACCOMMODATION

### 1. FIRST-TIME APPLICANTS

- a. All Applicants for testing accommodations should thoroughly familiarize themselves with [Rule 9](#) and [Rule 12](#) of the [Rules Governing Admission to the Bar of Texas](#).
- b. **Deadlines are strictly enforced.** Applications for Testing Accommodations under [Rule 12](#) must be filed with a Bar Exam Application, but no later than the Late Filing Deadline. All requests for testing accommodations and all forms must be **complete** at the time they are submitted. **No amendments, supplements or additional supporting documents will be accepted or considered after the original submission.**
- c. Applicants requesting testing accommodations based upon a disability must submit [Form A—Applicant Request for Test Accommodations](#), and one or more of the following forms depending on the type of disability or history of accommodations, signed by a Qualified Professional no more than 90 days before submission:

[Form B—Physical Disability Verification](#)

[Form C—Learning Disability Verification](#)

[Form D—ADHD Verification](#)

[Form E—Visual Disability Verification](#)

[Form F—Psychological Disability Verification](#)

[Form G—Certification of Accommodations History](#)

- d. Applicants for testing accommodations are also required to attach *recent*—not more than three years old—written proof from a Qualified Professional that specifically describes the physical, mental or emotional disability and the relationship between the disability and the inability to take the Texas Bar Exam under standard conditions. Applicants are responsible for all costs associated with providing this documentation. The Board may require additional information from the Applicant, and may seek independent professional evaluation or assessment of the documentation provided by Applicants.
- e. Because most accommodation requests require records, evaluations, assessments, and opinions from third parties, Applicants should ensure that any such third parties complete all necessary forms and conduct all necessary testing to support the accommodation request well in advance of applicable deadlines. **No amendments, supplements or additional supporting documents will be accepted or considered after the original submission.**
- f. After considering an Applicant’s request for testing accommodations and the evidence submitted in support of the request, Board staff shall determine whether the request will be granted in whole or in part or denied.

## 2. **RETAKERS**

- a. Retakers are Applicants who wish to retake the Texas Bar Exam a second or subsequent time *after receiving test results*. Retakers are subject to the same deadlines for requesting testing accommodations as first-time Applicants. **Deadlines are strictly enforced.**
- b. Retakers not previously granted accommodations are subject to the same requirements for requesting testing accommodations as First-Time Applicants.
- c. Retakers previously granted testing accommodations generally will be granted the same testing accommodations if (1) they sat for the Texas Bar Exam within the last three years, (2) they are requesting *the same* testing accommodations that they previously received on the Texas Bar Exam, and (3) there have been no material changes in the condition for which they seek testing accommodations. Applicants who meet all three conditions need only file a Form A with their application to take the Texas Bar Exam.
- d. **Retakers requesting accommodations that are different *in any way whatsoever* from previously granted testing accommodations—e.g., additional time, grid assistance, private room, etc.—must provide new documentation supporting the different request.**

- e. The Board may require Retakers to update previous accommodations documentation if the previously submitted documentation is insufficient to establish the Retaker's current level of impairment and current need for testing accommodations.

### 3. "SPECIAL REAPPLICANTS"

- a. "Special Reapplicants" are Applicants who *actually sat* for the Texas Bar Exam and who do not learn they failed until after the late filing deadline for the *immediately following* exam. See [Rule 9\(f\)](#). The Special Filing Deadline for Special Reapplicants applies *only* to applicants who are awaiting results from the most recent Texas Bar Exam at the time of the late filing deadline for the next administration of the exam. **Deadlines are strictly enforced.**
- b. Special Reapplicants not previously granted testing accommodations are subject to the same requirements for requesting testing accommodations as First-Time Applicants.
- c. Special Reapplicants previously granted testing accommodations generally will be granted the same testing accommodations if (1) they sat for the Texas Bar Exam within the last three years, (2) they are requesting *the same* testing accommodations that they previously received on the Texas Bar Exam, and (3) there have been no material changes in the condition for which they seek testing accommodations. Applicants who meet all three conditions need only file a Form A with their application to take the Texas Bar Exam.
- c. **Special Reapplicants requesting testing accommodations that are different *in any way whatsoever* from previously granted testing accommodations—e.g., additional time, grid assistance, private room, etc.—must provide new documentation supporting the different request.**
- d. The Board may require Special Reapplicants to update previous accommodations documentation if the previously submitted documentation is insufficient to establish the Special Reapplicant's current level of impairment and current need for testing accommodations.

### 4. APPEALS OF REQUESTS GRANTED IN PART OR DENIED

- a. Applicants whose request for testing accommodations are granted in part or denied may appeal to the Accommodations Review Committee. To appeal, Applicants are required to upload a letter describing the specific bases of their appeal to their ATLAS account **no later than the date and time specified in the partial grant or denial letter.** **Deadlines are strictly enforced.**
- b. The ARC reviews the Board's file relating to the challenged accommodation request, including all forms submitted with the request, all documentation submitted in support of the request, the letter of appeal, and any independent professional review or evaluation.

- c. Applicants may attend ARC conferences, but they are not permitted to provide new evidence or testimony, and may not make oral arguments.

#### D. STEPS FOR SUBMITTING A COMPLETE REQUEST

1. You *must* submit all required forms and documentation at the same time you submit your Texas Bar Exam Application. **No amendments, supplements or additional supporting documents will be accepted or considered after the original submission.** Do not wait until the application deadline to begin preparing your testing accommodations request. **Deadlines are strictly enforced.**
2. All Applicants must file a Form A. If you are a first-time Applicant, you will have to determine which of the other Forms B through G you will need to complete and file with your Texas Bar Exam Application. Have a Qualified Professional complete the applicable disability verification form(s), attach all supporting records, assessments or evaluations, and return them to you. Upload each required form with supporting documentation to your ATLAS account at the same time as your Texas Bar Exam Application.
3. Assemble verifying documentation of your history of accommodation requests, if any. Submit a [\*Form G—Certification of Accommodations History\*](#) completed by *each* educational institution or testing agency from which you requested accommodations, whether your request was granted or denied. Complete the top portion of the form and request that the educational institution or testing agency complete the rest of the form and return it to you for submission to the Texas Board of Law Examiners.

Alternatively, you may provide other proof of your accommodation history, such as a copy of the letter(s) you received from educational institutions or testing agencies notifying you of specific testing accommodations were granted or denied. The proof should identify the time frame (e.g., third year of law school) and the nature of the disability (e.g., ADHD) for which testing accommodations were granted or denied. If you received testing accommodations as a result of an Individualized Education Plan or a 504 Plan, provide copies of all such plans.

4. If the nature of your disability is ADHD, ADD, a learning disorder, or a cognitive disorder, you *must* provide copies of your undergraduate and law school transcripts from *each* institution you have attended and your LSAT score(s). LSAT scores may be obtained by logging in to your LSAC account at [www.lsac.org](http://www.lsac.org). Click on “Item Response Report” under the LSAT and LSAT Status tab and print the report. If you have trouble obtaining the report, contact LSAC at (215) 968-1001. Learning disabilities and ADHD are developmental disorders with childhood onset, even if not diagnosed until adulthood. Transcripts or report cards from elementary, middle school, and high school, while not required, are often useful evidence of symptoms and impairment during childhood. The Board reserves the right to request such Applicants to provide such academic records in particular cases.
5. Complete and sign [\*Form A—Applicant Request for Test Accommodations\*](#). Attach all relevant forms and supporting documents and ensure they are in order so that all required forms and documentation are provided in one submission.

**E. QUESTIONS**

If you have questions about the accommodations application process, message your Licensure Analyst through your ATLAS account.