Board of Law Examiners

Appointed by the Supreme Court of Texas

Instructions for Submitting a Request for Accommodations

Updated June 30, 2025

These Instructions are not a substitute for reading Rule 9, Rule 12, or any of the Rules Governing Admission to the Bar of Texas.

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1. General

1.1. The Texas Bar Examination (UBE) is designed to test the knowledge and skills necessary for admission to the Texas bar. It is the Board's policy to administer the Bar Exam as required by the Americans with Disabilities Act, as amended. We encourage 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 testing conditions to request reasonable testing accommodations.

1.2. You must upload your Request and all Required Documentation before you submit your Bar Exam application.

1.3. We do not accept Requests or Required Documentation during the Final Filing Period.

1.4. We will maintain the confidentiality of all documentation submitted through ATLAS, but we may submit documentation to one or more qualified, independent professionals for an impartial review.

1.5. We evaluate Requests on a case-by-case basis.

1.6. We will make reasonable modifications to Board policies, practices, and procedures that might otherwise prevent individuals with disabilities from taking the Bar Exam in an accessible place or manner, provided such modifications do not result in a fundamental alteration to the Bar Exam or to other admission requirements, impose an undue burden, or jeopardize exam security.

1.7. Examples of testing accommodations include:

- additional testing time
- breaks
- alternate testing materials such as large font or electronic materials for use with applicant-provided screen reading software
- reduced-distraction testing environment
- human reader, scribe, or page-turner
- human grid assistance
- use of applicant-provided auxiliary aids such as rulers or magnifying glasses.

1.8. We will not assess any additional charges to you to cover the costs of providing reasonable accommodations.

1.9. You are responsible for all costs incurred in establishing your right to accommodations.

1.10. Accommodations granted in college or law school do not necessarily entitle you to accommodations on the Texas Bar Exam.

2. Basic Procedures for Requesting Accommodations

2.1. To request accommodations on the Texas Bar Exam, take these steps during an acceptable filing period:

- First, start your Bar Exam application. Use the green "Start New Application" button on your ATLAS User Home page. Answer the registration questions carefully.

  You will be asked, "Are you a qualified individual who intends to request nonstandard testing accommodation on the basis of a documented disability?" If you want to request testing

accommodations, you will need to answer "Yes" to this question.

Based on your answers to the registration questions, ATLAS will direct you to the appropriate bar exam application, a link to these instructions, and a Request for Accommodations form.

- Then, upload your Request for Accommodations form and all Required Documentation.
- Finally, use the green "Submit Application" button to submit your completed Bar Exam application and pay the applicable fees.

2.2. If you submit your Bar Exam application without first uploading your Request form and all Required Documentation, you have until the end of that day to upload a Request form and all Required Documentation.

3. Filing periods

3.1. Filing periods are strictly enforced.

So that we can fairly evaluate your request and prepare for the exam, we will strictly adhere to the filing periods.

3.2. We will reject untimely and incomplete Requests.

If you do not upload your Request and all Required Documentation with your Bar Exam application during the appropriate filing period, we will reject your Request as untimely or incomplete.

If we reject your Request as untimely or incomplete, you cannot appeal this rejection to the ARC. However, if you believe you can show good cause for why your Request should not have been rejected, you may request a waiver.

3.3. Filing periods.

	February Bar Exam	July Bar Exam
Timely filing period **Requests Accepted**	June 30-Sept. 1	Dec. 4-Feb. 1
Late filing period ($150 late fee) **Requests Accepted**	Sept. 2-Nov. 1	Feb. 2-April 1
Final filing period ($300 late fee) Requests **not** accepted	Nov. 2-Dec. 1	April 2-May 1

3.4. Special filing periods for Special Reapplicants.

A Special Reapplicant is someone who actually sat for and received a score on the most recent Texas Bar Exam.

If you are a Special Reapplicant, then you may submit a Request during the Special Filing Period. The Special Filing Period is only available to those who actually received a score on the most recent Texas bar exam. It is not available to anyone else.

	February Bar Exam	July Bar Exam
Special filing period For Special Reapplicants **only** Requests accepted	30 days after the date bar exam results are delivered	30 days after the date bar exam results are delivered

4. Required Documentation

4.1. You must document both (a) your disability **and** (b) why you need the requested accommodation for the Bar Exam.

4.2. Often, acceptable documentation includes:

- Proof that the NCBE granted you the requested accommodation on the MPRE; **or**
- Proof that you received the requested accommodation on a bar exam offered within the last 3 years by another jurisdiction, along with the documentation you provided to that jurisdiction to support your request; **or**
- A report from a Qualified Professional. Click on the appropriate link(s) below for guidelines for what the Qualified Professional's report should include:
  - ADD/ADHD
  - Blind; legally blind; low vision
  - Deaf; hard of hearing
  - Learning disability
  - Physical
  - Psychological

4.3. Note that, while helpful, the following items, by themselves, are not enough to document your disability or why you need accommodations:

- ✗ Proof that you received accommodations in college
- ✗ Proof that you received accommodations in law school
- ✗ Proof that you received accommodations on the LSAT
- ✗ A report from a medical provider who is not a Qualified Professional.
- ✗ Proof of a diagnosis without proof of your need for the requested accommodations.

5. Additional Required Documentation for reports from Qualified Professionals for ADHD, ADD, learning disorder, or cognitive disorder

If the nature of your disability is ADHD, ADD, a learning disorder, or a cognitive disorder, and you are required to provide a report from your Qualified Professional, you **must** also upload the following with your Request:

5.1. Copies of your undergraduate, graduate, and law school transcripts from each institution you have attended as an undergraduate, graduate, or law student. Student copies are acceptable.

5.2. LSAT report. To get your LSAT report, see https://www.lsac.org/lsat/lsat-scoring/official-candidate-lsat-score-reports

6. Exception: No Required Documentation for accommodations approved for a past Texas Bar Exam

6.1. We will approve accommodations without any Required Documentation if and only if:

- We approved the exact same accommodations for you for a Texas Bar Exam administered within the last three years; and
- There have been no material changes in the condition for which you are seeking accommodations.

6.2. If each of these bullets applies to your Request, then you only need to upload a Request with your Bar Exam application—you do not need to upload any other documentation to support your Request.

6.3. If you are requesting accommodations that are different in any way whatsoever from previously approved accommodations, or if there have been material changes in the condition for which your past accommodations were approved, then you must provide the Required Documentation for that Request.

7. Evaluating your Request

7.1. If you submit a timely Request with all Required Documentation with your Bar Exam application, we will post an "Acknowledgment of Request for Accommodations" to the Admission Documents box on your ATLAS User Home page.

7.2. As we evaluate your Request, we may ask you through ATLAS to provide additional information.

7.3. We may send your Request and Required Documentation to an independent professional.

7.4. Once we have evaluated your Request, we will post "Testing Accommodations" to the Admission Documents box on your ATLAS User Home page detailing the accommodations we will offer and/or explaining why we will not offer the accommodations you requested. This document will provide detailed instructions on how you can appeal our decision.

8. Appeals

8.1. If we deny your Request, or if we only grant part of it, you may appeal to the Accommodations Review Committee.

8.2. To appeal, you must upload an Appeal Request Form **by the date specified in your "Testing Accommodations" post**.

8.3. You cannot provide new evidence with your Appeal Request Form.

8.4. The ARC will review the Board's file relating to the challenged accommodation Request, including your Request, Required Documentation you submitted with your Request, and any independent professional review or evaluation we obtained of your Request. The ARC will not consider any other evidence.

8.5. Note: If we reject your Request as untimely or incomplete, you cannot appeal this rejection to the ARC. However, if you believe you can show good cause for why your Request should not have been rejected, you may request a waiver.

9. Common Problems

9.1. Submitting your Bar Exam application first, and then uploading a Request or Required Documentation later.

9.2. Missing the deadline.

9.3. Thinking the Special Filing Period applies to you when it does not.

9.4. Providing a report

- from someone who is not a Qualified Professional

- that only includes a diagnosis
- that diagnoses certain disabilities based solely on your self-report

10. Definitions

10.1. **ADA** means the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008.

10.2. **Bar Exam** means the Texas Bar Examination as defined in Rule 1.

10.3. **Board** means the Texas Board of Law Examiners.

10.4. **Disability** has the meaning assigned by the ADA and includes a physical or mental impairment that substantially limits one or more of your major life activities. In deciding whether to grant you accommodations on the Bar Exam setting, we ask if your impairment limits your ability to demonstrate, under standard testing conditions, that you possess the knowledge, skills, and abilities tested on the Bar Exam.

10.5. **Major life activities** has the meaning assigned by the ADA and include, but are not limited to, caring for yourself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

10.6. **Mental impairment** is any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, or any specific learning disability.

10.7. **Physical impairment** is a physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body's systems.

10.8. **Qualified Professional** has the meaning assigned by the ADA**.** A Qualified Professional is licensed and otherwise properly credentialed and possesses expertise in the disability for which modifications or accommodations are sought.

10.9. **Reasonable accommodations** for the Bar Exam are adjustments or modifications of the standard testing conditions, or allowing the use of an appropriate auxiliary aid or service, that ameliorates the effect of your disability without:

- fundamentally altering the nature of the Bar Exam, including but not limited to compromising the validity or reliability of the exam; or
- imposing an undue burden on the Board; or
- jeopardizing exam security.

10.10. **Request** means your Request for Accommodations form and all Required Documentation.

10.11. **Required Documentation** is set out in sections 4-6 above.

10.12. **Rules** refers to the Rules Governing Admission to the Bar of Texas, adopted by the Supreme Court of Texas, and Rule refers to one of those Rules.

10.13. **Special Reapplicants** are applicants who actually sat for and received a score on the last Texas Bar Exam. See Rule 9(f). The Special Filing Period only applies to Special Reapplicants.

10.14. **We** means Board staff.

10.15. **You** means an applicant requesting testing accommodations on the Texas Bar Exam.