

GENERAL INSTRUCTIONS FOR REQUESTING TEST ACCOMMODATIONS

The Missouri Board of Law Examiners (MBLE) encourages persons with disabilities to apply for test accommodations. Reasonable test accommodations will be made on the Missouri Bar Examination for qualified applicants with disabilities. The bar examination in Missouri (UBE) is a 2-day, timed examination designed to test the knowledge and skills necessary for one who seeks admission to The Missouri Bar.

It is the policy of MBLE to administer the bar examination and all other services of this office in accordance with the Americans with Disabilities Act, as amended (ADAAA). A qualified applicant with a disability who is otherwise eligible to take the bar examination, but who cannot demonstrate under standard testing conditions that he/she possesses the knowledge and skills to be admitted to The Missouri Bar, may request reasonable test accommodations.

MBLE will make reasonable modifications to any policies, practices, and procedures that might otherwise prevent individuals with disabilities from taking the bar examination in an accessible place or manner, provided such modifications do not result in a fundamental alteration to the examination or other admission requirements, impose an undue burden, or jeopardize examination security. In order to accommodate disabled persons, MBLE will furnish additional testing time, auxiliary aids, and other accommodations when necessary to ameliorate the impact of the applicant's disability on the applicant's ability to take the bar examination. No additional charges will be assessed to individuals with disabilities to cover the costs of reasonable accommodations.

Requests for test accommodations will be evaluated on a case-by-case basis. The applicant must submit documentation 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 accommodations requested on the bar examination. In addition, the applicant must submit verifying documentation of his or her history of accommodations, if any. All documentation will be retained by MBLE and may be submitted to one or more qualified professionals for an impartial review. Accommodations granted elsewhere do not necessarily entitle an applicant to accommodations on the bar examination in Missouri, although MBLE gives considerable weight to documentation relating to past accommodations received in similar testing situations or in response to an IEP or Section 504 plan.

DEFINITIONS

1. *Disability* is a physical or mental impairment that substantially limits one or more of the major life activities of the applicant, a record of such impairment, or being regarded as having such impairment. In the bar examination 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 bar examination.
2. *Physical impairment* is a physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body's systems.

2. *Mental impairment* is any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, or any specific learning disability.
3. *Substantially limits* means an impairment is a disability if it substantially limits the ability of an individual to perform a major life activity as compared to most people in the general population, subject to individualized assessment.
4. *Major life activities* include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, eating, sleeping, standing, sitting, reaching, lifting, bending, learning, reading, writing, concentrating, thinking, communicating, interacting with others and working.
5. *Reasonable accommodation* is an adjustment or modification of the standard testing conditions, or an appropriate auxiliary aid or service, that ameliorates the impact of the applicant's disability without doing any of the following:
 - a. Fundamentally altering the nature of the bar examination, including but not limited to compromising the validity or reliability of the examination;
 - b. Imposing an undue burden on the MBLE; or
 - c. Jeopardizing examination security.
7. *Qualified professionals* are licensed or otherwise properly credentialed and possess expertise in the disability for which modifications or accommodations are sought. Types of professionals who might possess the appropriate credentials and expertise are doctors (including psychiatrists), psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, school counselors, and licensed mental health professionals.

FILING DEADLINE

Requests for accommodations will be considered after receipt of all required information.

- Applicants should closely review the Applicant Checklist, located in Section 5 of Form 1: Applicant Request for Test Accommodations.
- Requests for accommodation and supporting documentation must be submitted **by mail** together and in accordance with the filing deadlines for the exam.
- Requests for test accommodations and supporting documentation must be mailed to the MBLE at 1700 Jefferson Street, Jefferson City, MO 65109 or P.O. Box 104236, Jefferson City, MO 65110-4236.
- Requests for test accommodations and supporting documentation will not be accepted via fax, email or upload.
- No requests for test accommodations will be accepted if the request is incomplete and/or supporting documents are postmarked after the final deadlines for the February and July administrations of the bar examination in Missouri (UBE).
- All materials received will be acknowledged by electronic correspondence.

APPEALS

Applicants are afforded the right to appeal MBLE's final decision regarding accommodations. A notice of appeal must be provided to MBLE in writing, **mailed**, and postmarked within 15 days after the date of the final decision received by the applicant. **Any notice of appeal postmarked after 15 days from MBLE's final determination will not be processed for the upcoming administration of the examination.**

STEPS FOR SUBMITTING A COMPLETE REQUEST

This application packet contains seven separate forms, but you need only submit those forms and documents that pertain to your particular disability. Carefully review the information below to ensure that you submit a complete request. A checklist is provided in Section V of FORM 1: Applicant Request for Test Accommodations, which you should complete and submit with your request. All required forms and documentation must be submitted together by the deadline.

IMPORTANT NOTE: Some of the forms that must be submitted with your request must be completed by third parties and returned to you for submission to MBLE. Make certain that you request completion of these forms by the third parties in a timely manner so that you are able to submit your request by the deadline.

<p>STEP 1 - HAVE A QUALIFIED PROFESSIONAL COMPLETE THE APPLICABLE DISABILITY VERIFICATION FORM AND RETURN IT TO YOU FOR SUBMISSION TO MBLE.</p>
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- There are separate forms for learning disabilities, AD/HD, psychological disabilities, visual disabilities, and physical disabilities.
- You will need to complete the top portion of the applicable disability verification form and request that your qualified professional complete the rest of the form and return it to you. Your qualified professional should attach to the completed disability verification form a comprehensive evaluation report and/or relevant records, as specified in the form.
- Supporting medical documentation from a qualified professional who conducted an individualized assessment and who gave the diagnosis forming the basis for the request for test accommodations should be included.
- If you are requesting accommodations based upon more than one disability, you **must** supply a disability verification form and medical documentation to support **each** disability.

<p>STEP 2: GATHER VERIFYING DOCUMENTATION OF YOUR HISTORY OF ACCOMMODATIONS REQUESTS, IF ANY.</p>
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- Submit a FORM 7: Certification of Accommodations History completed by each educational institution or testing agency (hereinafter "entity") from which you requested accommodations, whether your request was granted or denied.
- Complete the top portion of the form and request that the entity complete the rest of the form and return it to you for submission to MBLE.
- Alternatively, you may provide other proof of your accommodations history, such as a copy of the letter(s) you received from the entity notifying you of the specific accommodations 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., AD/HD) for which any accommodations were granted or denied.
- If you received accommodations as a result of an Individualized Education Plan (IEP) or a 504 Plan, provide copies of all IEPs or 504 Plans.

STEP 3: IF THE NATURE OF YOUR DISABILITY IS AD/HD OR A LEARNING DISABILITY, PROVIDE TRANSCRIPTS.

- Attach copies of your undergraduate and law school transcripts and your LSAC Academic Summary Report. Photocopies of transcripts are acceptable for this purpose.
- You can obtain your LSAC Academic Summary Report by logging in to your LSAC account at www.lsac.org. Click on “Transcripts,” then click on “Academic Summary Report,” and print the report.
- If you have trouble obtaining the report, contact an LSAC representative at 215-968-1001.
- Learning disabilities and AD/HD are developmental disorders with childhood onset, even if not diagnosed until adulthood.
- Transcripts or report cards of your elementary, middle school, and high school education, while not required, are useful in providing evidence of symptoms and impairment present during childhood.
- MBLER reserves the right to request such academic records in particular cases.

STEP 4: COMPLETE AND SIGN FORM 1: APPLICANT REQUEST FOR TEST ACCOMMODATIONS.

- Include all relevant forms and documents, as indicated above, so that all required documentation is provided in one submission.
- Do **not** staple any paper or forms in your submission.

EVERY REQUEST FOR ACCOMMODATIONS MUST:

1. Include a FORM 1 – Request for Accommodations and ALL required supporting documentation;
2. Include the applicable FORM 2-6 – Disability Verification Forms, ONE FORM FOR EACH disability for which accommodations are being requested;
3. Include a FORM 7 – Certification(s) of Accommodations History, if you have received previous accommodations; and
4. Be MAILED to the board (not uploaded) after you submit your online Application for Bar Examination in accordance with the filing deadlines for the exam.

REPEAT ACCOMMODATIONS FOR RETAKE APPLICANTS

If you have been granted accommodations for a previous Missouri examination, there is no material change in your condition, and you are requesting the **exact same accommodation previously granted**, to reapply for accommodations for the current examination you need to take the following steps:

(For repeat accommodations requests only)

1. Mark YES to questions 5a-c on your online Retake Exam Application;
2. Complete a FORM 1; and
3. Upload the FORM 1 to your MBLE User Homepage or mail it to MBLE as soon as possible after online application submission and in accordance with the filing deadlines for the exam.

New supporting documentation is required if there is any change in the accommodations requested and/or granted. An update to prior medical documentation is required for assessing the applicant's current functional limitations and ongoing need for accommodations if the nature of the applicant's disability or disabilities is changeable. MBLE reserves the right to request an update to prior documentation in all cases if it determines that the prior documentation is insufficient to establish the applicant's current level of impairment and need for accommodations.