

MISSOURI BOARD OF LAW EXAMINERS

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 considers 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.
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.

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4. *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.
5. *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.
6. *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.

REQUEST DEADLINE

Requests for accommodations will be considered after receipt of all required information. In accordance with Regulation 10 of Rule 8.08, a **fully completed** petition for testing accommodations and repeat accommodations, including all required supporting documentation, **shall be submitted with the electronic bar exam application**. Requests for accommodations which are incomplete or not timely filed (by or on the day the application is submitted) shall be rejected. No extensions will be granted for accommodation requests, and no late requests will be considered.

- Requests for accommodation and supporting documentation must be submitted with the applicant's bar application.
- Applicants should closely review the Applicant Checklist, located in Section 5 of Form 1: Applicant Request for Test Accommodations.
- Requests for test accommodations and supporting documentation must be uploaded to your MBLE user homepage.
- Requests for test accommodations and supporting documentation will not be accepted via fax or email.
- No requests for test accommodations will be accepted if the request is incomplete and/or supporting documents are uploaded after the date of the applicant's bar application submission.
- All requests received will be acknowledged by electronic correspondence.

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STEPS FOR SUBMITTING A COMPLETE REQUEST

This request packet contains seven separate forms, but you need only submit a **Form 1** and 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 and with your electronic bar application.

IMPORTANT NOTES

Third Parties - 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 with your electronic bar application.

Uploading Request Forms & Documents - Applicants with pending bar applications (pending but not submitted) will not be able to upload their ADA accommodation request forms (or other documents) until they have completed electronic submission of their application and it has no critical warnings (see the Forms & Progress section of your MBLE user homepage). The blue Upload New Document button will appear in the bottom right-hand corner of your homepage after you have properly submitted your electronic application. Once you submit your electronic application, all ADA accommodation request forms and supporting documentation must be uploaded on the same day as your application submission. Any documents or forms not uploaded on the same date as your electronic submission date are not timely filed and will not be considered.

STEP 1 - HAVE A QUALIFIED PROFESSIONAL COMPLETE THE APPLICABLE DISABILITY VERIFICATION FORM AND RETURN IT TO YOU FOR SUBMISSION TO MBLE

- 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.
- These forms need an actual signature of the qualified treating professional filling out the form - **no electronic signatures**.

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STEP 2: GATHER VERIFYING DOCUMENTATION OF YOUR HISTORY OF ACCOMMODATIONS REQUESTS, IF ANY

- 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 & SCORES

- Required to be considered complete - Attach copies of the following transcripts (photocopies are acceptable for this purpose):
 - 1) Transcripts
 - a) Law School; and
 - b) Undergraduate.
 - 2) Score Reports
 - a) LSAT Scores;
 - b) MPRE Scores (if already taken); and
 - c) Other standardized exam scores (ACT, SAT, GRE, or other graduate entrance exams).
- 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. MBLE reserves the right to request such academic records in particular cases.

STEP 4: COMPLETE CHECKLIST 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.

NOTE: If the medical and/or psycho-social records contained within your submission do not adequately reflect the reason for a test accommodation request, explain any absence of documentation/barriers to accessing qualified professionals by submitting a personal narrative. See page 9 of Form 1, Additional Information.

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EVERY REQUEST FOR ACCOMMODATIONS MUST:

1. Include a FORM 1 – Applicant Request for Test 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 (or grant/denial letter – see Step 2); and
4. Be submitted with the electronic bar application. Requests for accommodations or repeat accommodations which are incomplete or not timely filed with the application shall be rejected. No extensions will be granted for accommodation requests, and no late requests will be considered.

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 8 – Request for Repeat Test Accommodations; and
3. Submit the FORM 8 with the electronic bar exam application. The FORM 8 may be uploaded to your MBLE user homepage. Requests for repeat accommodations which are incomplete or not timely filed shall be rejected. No extensions will be granted for accommodation requests, and no late requests will be considered.

If you have not been granted previous test accommodations by MBLE or you are requesting new or different testing accommodations, follow the instructions contained in the General Instructions for Requesting Test Accommodations and complete the appropriate Forms 1-7 (do not fill out Form 8).

If you have been granted accommodations for a prior Missouri bar examination but the nature of your disability is changeable, in addition to completing Form 8, you may also be required to provide medical documentation regarding your current functional limitations and ongoing need for accommodations. MBLE may require additional documentation for any request for repeat accommodations for the purpose of assessing an applicant's current level of impairment and need for accommodations.

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REQUEST FOR RECONSIDERATION

Applicants are afforded the right to request reconsideration of MBLE's accommodation decision. A request for reconsideration must be submitted to MBLE in writing within 15 days of the date of MBLE's accommodation decision. Any request for reconsideration received more than 15 days from MBLE's decision will not be processed. All requests for reconsideration must set forth the reasons for the request for reconsideration with particularity and be supplemented with documentation not previously provided for consideration by MBLE when making the original accommodation decision.

FORMS & ADDITIONAL INFORMATION

Click here to find additional information and all MBLE accommodations request forms:

<https://www.mble.org/ada-accommodations-request>