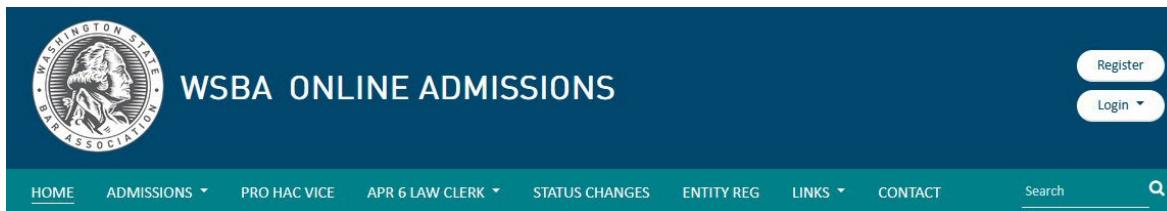


## STEP BY STEP INSTRUCTIONS FOR REQUESTING TESTING ACCOMMODATIONS

**Testing-Accommodations:** Applicants who need testing accommodations for a disability must request testing accommodations through the online admissions site at **least 80 days prior to the first day of the exam.** The request must include appropriate documentation of the disability and specify the extent to which the applicant is requesting that the standard testing procedures need to be modified to accommodate their disability. For complete details, review **section VI** of the [WSBA Admissions Policies](#).



**Online Instructions:** To request testing accommodations via the online admissions site:

1. **Register** for an account to apply for the Bar Exam or LPO Exam.
2. Select **“Yes”** for the question *“Do you intend to request testing accommodations for this exam?”*
3. Complete the **Testing Accommodation Request form** found under **Application & Forms** on your User Homepage.
  - Look for the form marked with a **red exclamation point**.
  - Click **“Continue”**, fill out the form, then click **“Save & Close.”**
4. **Submit** your testing accommodation request form with your exam application. Supporting documentation for the request must be uploaded no more than 80 days prior to the first day of the exam.
  - You can upload supporting documentation for your request by clicking **Upload Documents**.
  - The request and supporting documentation must be submitted **no later than 80 days before the first day of the exam**. See the [WSBA Admissions Policies](#) and [Testing Accommodations](#) webpage for details.
5. If the **Testing Accommodation Request form** does not appear on your homepage:
  - Select **“Remove Application”** and repeat starting at Step 2.
  - If you have already registered for and submitted your exam application and you need to request testing accommodations, use the **“Create Message”** tool to send a message to WSBA staff requesting the testing-accommodation request form. WSBA Admissions staff will upload a testing-accommodation request form to your user homepage with instructions for submitting the form.

**To view the step-by-step instructions with screenshots, please continue below.**

**STEP 1:** During Bar Exam or LPO Exam Application Registration, select “Yes” for the question “Do you intend to request testing accommodations for this exam?”

**STEP 2:** Click “Continue” and then “Submit Registration.”

### Bar Exam Registration

You must qualify under the Washington Supreme Court's Admission and Practice Rules by one of the methods described below in order to take the Washington Bar Exam. Please read and answer the questions below, which will help to determine if you qualify to take the exam.

Do you intend to request testing accommodations for this exam?

Yes

Cancel

Start Over

Continue 

**Note:** You will be required to submit a testing-accommodation application with your exam application. You must upload your supporting documentation no more than 80 days prior to the first day of the exam. Please see [Admission Policies and Testing Accommodations](#) webpage.

Cancel

Start Over

Submit Registration 

**STEP 3:** From your User Homepage, click “Continue” next to the Testing Accommodations Request form, found under Application & Forms.

**Testing-Accommodation Request**

If you need to request testing accommodations and the Testing Accommodations Application is not listed on your user homepage below the Application for Licensure, please request a Testing Accommodations Application by submitting a message through your user home page by using the “create message” tool. WSBA Administrators will upload a Testing Accommodations Application to your user homepage for you to complete.

Applicants must request testing accommodations through the online admissions site no later than 80 days prior to the first day of the exam. Applicants must provide appropriate documentation of their disability and specify the extent to which they are requesting that the standard testing procedures need to be modified. Any testing accommodation may not compromise the integrity or the security of the examination or affect the standards set for the examination. Please see [Admission Policies and Testing Accommodations](#) webpage.

**Application Information**

Application Status: Not Submitted

**Application & Forms**

Click on  to view the “Missing Items”

 Testing-Accommodation Request	Continue 
 Application for Licensure	Continue

**STEP 3: Additional Details** Click "Continue" to complete the online form, and when finished click the "Save & Close" button. You will be returned to your User Homepage next steps.

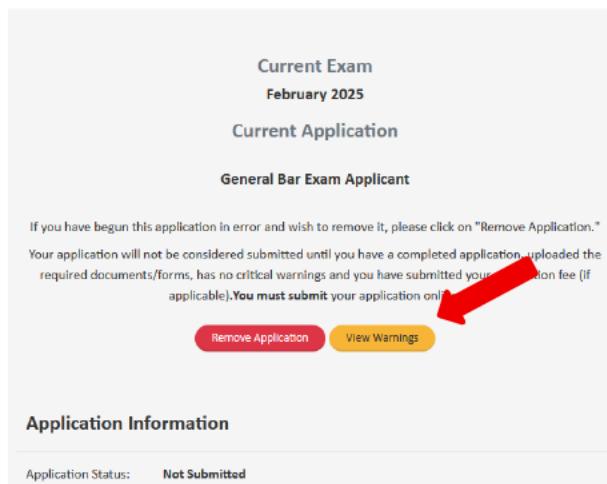


**STEP 4: Review and Upload** A green check mark next to the Testing Accommodation Request form does NOT mean your request has been submitted. It only confirms that you completed the form successfully. You must complete the Application for Licensure and upload all required forms.



**STEP 4: Additional Details** Click the yellow "View Warnings" button to see any issues preventing submission. The "Submit Application" button will appear only when:

- You have a green check mark for Applications & Forms, and
- All errors listed in View Warnings have been corrected.



To upload documents before submitting your **Application for Licensure and Testing-Accommodation Request form**, go to “**Upload Required Forms & Documents**” on your user homepage and click “**Upload Document**.” Please note that all uploaded documentation must be in PDF format.

- Click “**Upload**” next to the required document type. You can select **Click Here** to find **Testing - Accommodation Documentation** title.
- Select your file and confirm the upload.
- When successful, the Documentation will be listed in **Submitted Forms & Documents**.

#### [User Home](#) » Manage Digital Documents

Please enter title and description for the document you are uploading. After selecting the document from your personal computer click on the “Upload Document” link to upload the selected document to admissions.wsba.org servers.

Please note that there is a file size limitation of **16MBs** for each uploaded file. Only PDF files are accepted.

Please convert all documents to PDF using a “Print to PDF” function prior to upload. A “Save as PDF” or “Export as PDF” conversion can leave some content not readable in the document that might cause an error or delay in processing your application.

<b>Title:</b>	<input type="text" value="Testing – Accommodation Documentation"/>
<b>Description:</b>	<input type="text"/>
<b>Select Document:</b>	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Upload Document"/> <input type="button" value="Cancel"/>	

Supporting documentation for the request must be uploaded no more than 80 days prior to the first day of the exam.

#### Final Step: Submit

Click the green “**Submit Application**” button to submit your exam application and **Testing-Accommodation Request form**.

Submit Application Remove Application

**Note:** If you do not wish to submit a request for testing accommodations, or choose to remove your request, you can either **Remove Application** and modify your answers to the Registration questions, or contact [admissions@wsba.org](mailto:admissions@wsba.org) to remove the form from your homepage.