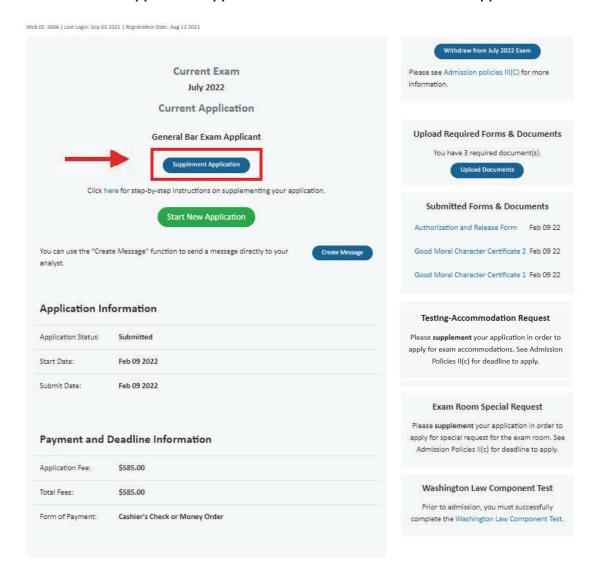
## STEP BY STEP INSTRUCTIONS FOR REQUESTING TESTING ACCOMMODATIONS AND EXAM ROOM SPECIAL REQUESTS

**Testing Accommodations:** Any applicant requesting testing accommodations for a claimed disability must ask for such accommodation through the online admissions site at **least 80 days prior to the examination date**. Applicants requesting testing accommodations must provide appropriate documentation of the disability and specify the extent to which they are requesting that the standard testing procedures need to be modified. Please review the <u>Admission Policies VI</u> for more details.

Special Request for Exam Room: For good cause shown, applicants may be permitted to bring otherwise prohibited items into the exam room. Examples of items are: pillows/lumbar supports, ergonomic chairs, book stand, wrist rest, medication, external keyboard or mouse, and religious headgear. Please review the <u>Admission Policies VII</u> for more details. All special requests for an exam must be made on the online admissions site no less than **18 days prior to the first day of the exam**.

## STEP 1: Click on "Supplement Application" button below the "Current Application" section.



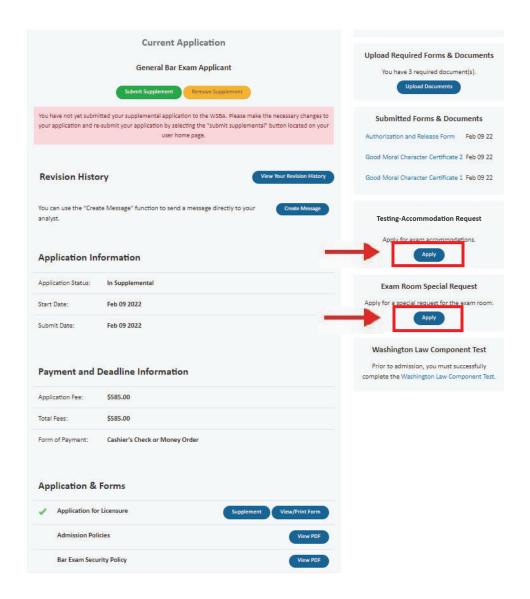
STEP 2: Click on "Confirm" button to confirm that you wish to supplement your application

## Please Confirm

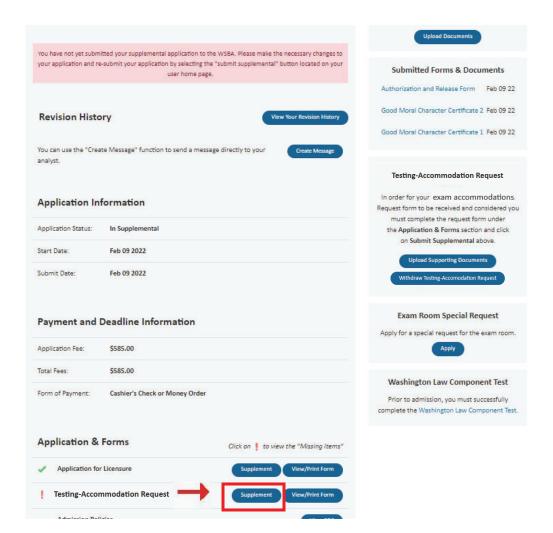
Are you sure you want to supplement to your General Bar Exam Applicant application?

Confirm

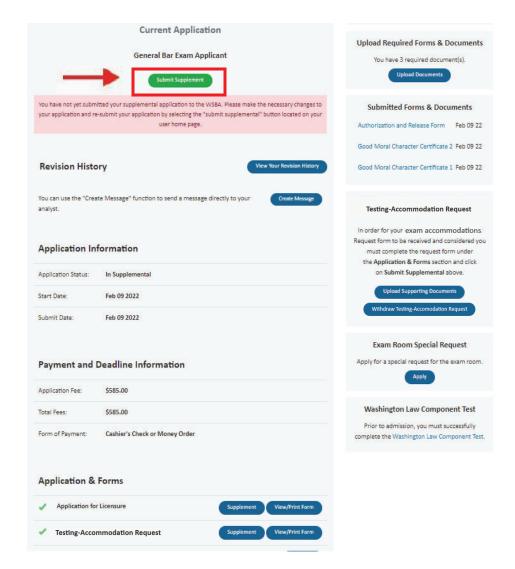
STEP 3: Click on "Apply" button under the Testing Accommodations Request widget, or the Exam Room Special Requests widget, then answer "OK" to the pop-up message confirming "Are you SURE you want to apply for exam accommodations".



STEP 4: Under the "Application & Forms" section of your user homepage (bottom center portion of page) you will see the online form with a red exclamation mark next to the online form for your Testing Accommodations Request, or Exam Room Special Request under your Application for Licensure. Select the "supplement" button next to the online form, complete the online form, once finished click the "Save & Close" button. You will be returned to your user homepage for the steps that follow.



STEP 5: The green checkmark next to the Testing Accommodation Request form <u>DOES NOT</u> indicate that you submitted your request. Only indicates that you completed it successfully. Click on the green "Submit Supplement" button under the "Current Exam/ Current Application" section of your user homepage (top center portion of page). Note: If you do not wish to submit your request, or choose to withdraw your request, you may click the blue "Withdraw ADA Request" button under the Testing Accommodation Request widget or the Exam Room Special Requests.



STEP 6: Click on the green "Confirm" button when asked to confirm that you wish to submit the supplemental(s) to your application.