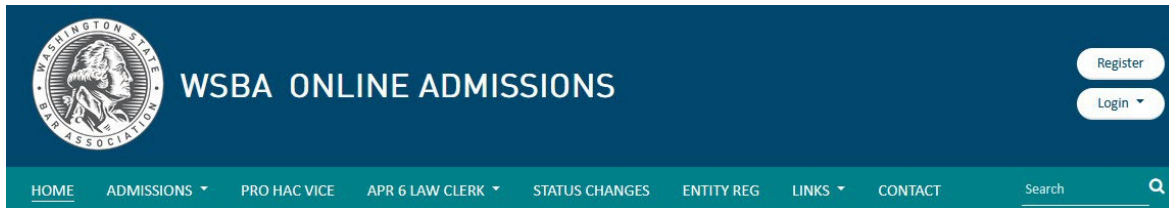


## STEP BY STEP INSTRUCTIONS FOR REQUESTING TESTING ACCOMMODATIONS

**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 Admission Policies](#) and [Testing Accommodations](#) webpage for details.
5. If the **Testing Accommodations 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**.

Current Exam

February 2025

Current Application

General Bar Exam Applicant

If you have begun this application in error and wish to remove it, please click on "Remove Application."

Your application will not be considered submitted until you have a completed application, uploaded the required documents/forms, has no critical warnings and you have submitted your application fee (if applicable). **You must submit** your application online.


Remove Application


View Warnings

Application Information

Application Status: Not Submitted


Application & Forms

Click on  to view the "Missing Items"



Testing-Accommodation Request

Continue



Application for Licensure

Continue

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 homepage by using the "create message" tool. WSBA Admissions staff 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.

**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.

A screenshot of a web interface titled "Application & Forms". On the right, it says "Click on ! to view the 'Missing Items'". Below the title is a table with two rows. The first row has a green checkmark icon, the text "Testing-Accommodation Request", and a blue "Continue" button. The second row has a red exclamation mark icon, the text "Application for Licensure", and a blue "Continue" button.

**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.

A screenshot of a web interface showing application details. At the top, it says "Current Exam February 2025" and "Current Application General Bar Exam Applicant". Below this is a paragraph of text: "If you have begun this application in error and wish to remove it, please click on 'Remove Application.' Your application will not be considered submitted until you have a completed application, uploaded the required documents/forms, has no critical warnings and you have submitted your application fee (if applicable). You must submit your application only once." Below the text are two buttons: "Remove Application" (red) and "View Warnings" (yellow). A red arrow points to the "View Warnings" button. At the bottom, there is a section titled "Application Information" with the text "Application Status: Not Submitted".

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.

Title:

Testing – Accommodation Documentation ▾

Description:

Select Document:

Browse...

No file selected.

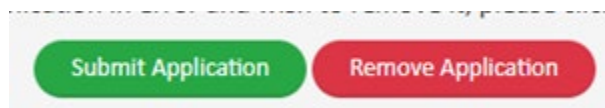
Upload Document

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**.



**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.