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

Testing-Accommodations: Applicants seeking 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.** 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 to accommodate their disability. Please review section VI of the WSBA Admissions Policies for more details.

Special Requests for the Exam Room: For good cause shown, applicants may be permitted to bring otherwise prohibited items into the exam room. Examples are pillow/lumbar support, ergonomic chair, book stand, wrist rest, medications, external keyboard or mouse and religious attire. Applicants may also request to be seated in a particular section of the exam room due to a medical condition. All special requests must be made on the online admissions site no less than **18 days prior to the first day of the exam**. Please review section VII of the WSBA Admission Policies for more details.

Online Instructions: To request testing-accommodations or make a special request for exam room via the online admissions site, you must "supplement" your application as follows:

1. Register as an applicant.
2. Submit your application for the bar exam or LPO exam.
3. From your user home page, Click on "Supplement Application" below the "Current Application" section.
4. Click on "Confirm"
5. Click on "Apply" under the Testing-Accommodations Request widget or click on the "Apply" under the Exam Room Special Request widget. Both are located on the lower right side of your user home page; then answer "OK" to the pop-up message confirming "Are you SURE you want to apply for exam accommodations?" or "Are you SURE you want to apply for a special request for the exam room?"
6. Complete the Testing-Accommodation Request form or the Special Request for Exam Room form, under the "Application & Forms" section of your user home page located at the bottom center of the page. You will see the online form with a red exclamation mark next to the online form to complete. Click "Supplement" next to the online form. Complete the online form. When finished, click "Save & Close".
7. To submit your testing-accommodation request or exam room special request YOU MUST CLICK "SUBMIT SUPPLEMENT" located at the top center of your user home page. Click "Confirm" when asked if you wish to submit your supplement to your application.

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

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

Current Exam

July 2022

Current Application

General Bar Exam Applicant

Supplement Application

Click here for step-by-step instructions on supplementing your application.

Start New Application

You can use the "Create Message" function to send a message directly to your analyst.

Create Message

Application Information

Application Status:	Submitted
Start Date:	Feb 09 2022
Submit Date:	Feb 09 2022

Payment and Deadline Information

Application Fee:	$585.00
Total Fees:	$585.00
Form of Payment:	Cashier's Check or Money Order

Withdraw from July 2022 Exam

Please see Admission policies III(C) for more information.

Upload Required Forms & Documents

You have 3 required document(s).

Upload Documents

Submitted Forms & Documents

Authorization and Release Form	Feb 09 22
Good Moral Character Certificate 2	Feb 09 22
Good Moral Character Certificate 1	Feb 09 22

Testing-Accommodation Request

Please **supplement** your application in order to apply for exam accommodations. See Admission Policies II(c) for deadline to apply.
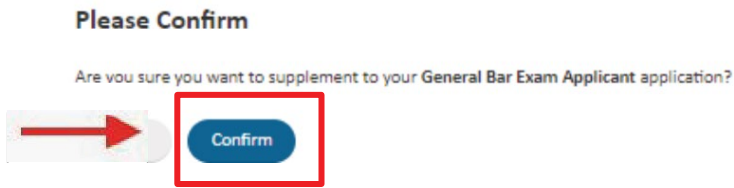
Exam Room Special Request

Please **supplement** your application in order to apply for special request for the exam room. See Admission Policies II(c) for deadline to apply.

Washington Law Component Test

Prior to admission, you must successfully complete the Washington Law Component Test.

STEP 2: Click on "Confirm" 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" under the Testing Accommodations Request widget, or the Exam Room Special Request widget, then answer "OK" to the pop-up message confirming "Are you SURE you want to apply for exam accommodations?" or "Are you SURE you want to apply for a special request for the exam room?".

Current Application

General Bar Exam Applicant

Submit Supplement   **Remove Supplement**

You have not yet submitted your supplemental application to the WSBA. Please make the necessary changes to your application and re-submit your application by selecting the "submit supplemental" button located on your user home page.

Revision History   **View Your Revision History**

You can use the "Create Message" function to send a message directly to your analyst.   **Create Message**

Application Information

Application Status:	In Supplemental
Start Date:	Feb 09 2022
Submit Date:	Feb 09 2022

Payment and Deadline Information

Application Fee:	$585.00
Total Fees:	$585.00
Form of Payment:	Cashier's Check or Money Order

Application & Forms

✓ Application for Licensure	**Supplement**	**View/Print Form**
Admission Policies		**View PDF**
Bar Exam Security Policy		**View PDF**

Upload Required Forms & Documents

You have 3 required document(s).

Upload Documents

Submitted Forms & Documents

Authorization and Release Form   Feb 09 22

Good Moral Character Certificate 2 Feb 09 22

Good Moral Character Certificate 1 Feb 09 22

Testing-Accommodation Request

Apply for exam accommodations.

→ **Apply**

Exam Room Special Request

Apply for a special request for the exam room.

→ **Apply**

Washington Law Component Test

Prior to admission, you must successfully complete the Washington Law Component Test.

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. Select the "Supplement" button next to the online form, complete the online form, and when finished click the "Save & Close" button. You will be returned to your user homepage for the steps that follow.

You have not submitted your supplemental application to the WSBA. Please make the necessary changes to your application. Once you have supplemented your application. Please re-submit your application by selecting the "submit supplemental" button located on your user home page. If the "submit" button is not on your user home page, it means you are missing required fields on your application for licensure.

Revision History   [View Your Revision History]

Application History   [View Your Application History]

You can use the "Create Message" function to send a message directly to your analyst.   [Create Message]

Application Information

Application Status:	In Supplemental
Start Date:	Aug 14 2024
Submit Date:	Aug 14 2024

Payment and Deadline Information

Application Fee:	$0.00
Total Fees:	$0.00

Application & Forms   *Click on* ❗ *to view the "Missing Items"*

✔	Application for Licensure	[Supplement]	[View/Print Form]
❗	Testing-Accommodation Request	➡ [Supplement]	[View/Print Form]
❗	Exam Room Special Requests	➡ [Supplement]	[View/Print Form]

Good Moral Character Certificate 1 Aug 14 24

Testing-Accommodation Request

In order for your Reasonable Accommodation Request form to be received and considered you must complete the request form under the **Application & Forms** section and click on **Submit Supplemental** above.

[Upload Supporting Documents]
[Withdraw Testing-Accomodation Request]

Exam Room Special Request

Special Request form has been added on your application.
Please check the **Application & Forms** section.

[Upload Supporting Documents]
[Withdrawn Request]

Washington Law Component Test

Prior to admission, you must successfully complete the Washington Law Component Test.

STEP 5: The green checkmark next to the Testing Accommodation Request form or Exam Room Special Request form **DOES NOT** indicate that you submitted your request; it indicates only that you completed the form successfully. You must click on the green "Submit Supplement" button under the "Current Exam/ Current Application" section of your user homepage (top center portion of page).

General Bar Exam Applicant

Submit Supplement

You have not submitted your supplemental application to the WSBA. Please make the necessary changes to your application. Once you have supplemented your application. Please re-submit your application by selecting the "submit supplemental" button located on your user home page. If the "submit" button is not on your user home page, it means you are missing required fields on your application for licensure.

Revision History

View Your Revision History

Application History

View Your Application History

You can use the "Create Message" function to send a message directly to your analyst.

Create Message

Application Information

Application Status:	In Supplemental
Start Date:	Aug 14 2024
Submit Date:	Aug 14 2024

Payment and Deadline Information

Application Fee:	$0.00
Total Fees:	$0.00

Application & Forms

✓	Application for Licensure	Supplement	View/Print Form
✓	Testing-Accommodation Request	Supplement	View/Print Form
✓	Exam Room Special Requests	Supplement	View/Print Form

Authorization and Release Form   Aug 14 24

Good Moral Character Certificate 2 Aug 14 24

Good Moral Character Certificate 1 Aug 14 24

Testing-Accommodation Request

In order for your Reasonable Accommodation Request form to be received and considered you must complete the request form under the Application & Forms section and click on Submit Supplemental above.

Upload Supporting Documents

Withdraw Testing-Accomodation Request

Exam Room Special Request

Special Request form has been added on your application.
Please check the Application & Forms section.

Upload Supporting Documents

Withdrawn Request

Washington Law Component Test

Prior to admission, you must successfully complete the Washington Law Component Test.

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

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 Request widgets.

General Bar Exam Applicant

Submit Supplement

You have not submitted your supplemental application to the WSBA. Please make the necessary changes to your application. Once you have supplemented your application. Please re-submit your application by selecting the "submit supplemental" button located on your user home page. If the "submit" button is not on your user home page, it means you are missing required fields on your application for licensure.

Revision History

View Your Revision History

Application History

View Your Application History

You can use the "Create Message" function to send a message directly to your analyst.

Create Message

Application Information

Application Status:	In Supplemental
Start Date:	Aug 14 2024
Submit Date:	Aug 14 2024

Payment and Deadline Information

Application Fee:	$0.00
Total Fees:	$0.00

Application & Forms

✓	Application for Licensure	Supplement	View/Print Form
✓	Testing-Accommodation Request	Supplement	View/Print Form
✓	Exam Room Special Requests	Supplement	View/Print Form

Authorization and Release Form   Aug 14 24

Good Moral Character Certificate 2 Aug 14 24

Good Moral Character Certificate 1 Aug 14 24

Testing-Accommodation Request

In order for your Reasonable Accommodation Request form to be received and considered you must complete the request form under the **Application & Forms** section and click on **Submit Supplemental** above.

Upload Supporting Documents

Withdraw Testing-Accomodation Request

Exam Room Special Request

Special Request form has been added on your application.
Please check the **Application & Forms** section.

Upload Supporting Documents

Withdrawn Request

Washington Law Component Test

Prior to admission, you must successfully complete the Washington Law Component Test.