

## **TEST ACCOMMODATION GUIDELINES FOR ARIZONA BAR EXAMINATION**

The following is the Committee on Examination's policy for determining whether to grant test accommodations on the bar examination:

In deciding petitions for accommodations by bar applicants, the Committee relies upon the following definition of disability contained in the Americans with Disabilities Act Amendment Act (ADAAA).

A disability is a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Thus, merely having an impairment does not make an individual disabled for purposes of the ADAAA and does not automatically qualify a bar applicant for an accommodation. An applicant must also demonstrate that the impairment limits a major life activity. To qualify as being disabled under the ADAAA, an applicant must further show that the limitation on the major life activity is "substantial."

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, with the exception of ordinary eyeglasses or contact lenses.

The determination of a disability by the board is an individualized inquiry and will be made on a case-by-case basis, per individual and per examination administration.

**IMPORTANT NOTE:** Requests for accommodations will be considered after receipt of all information required by the Checklist for Test Accommodations Petition. Incomplete submissions may result in denial due to insufficient information.

Materials related to accommodation requests must meet examination deadlines. Deadlines described below apply to receipt of all information, including documentation requested from third parties. All documentation submitted will be retained by the Committee and may be reviewed by the Committee's consultants as necessary. All accommodations granted to you by the Committee will be provided at no cost to you. Accommodations granted elsewhere do not necessarily entitle an applicant to accommodations on the Arizona bar exam.

**APPLICANTS REQUESTING ADDITIONAL TESTING TIME:** Submit documentation from your physicians or other licensed professionals that details the basis for the requested additional time and the amount of additional time recommended. **If a specific amount of additional time is not indicated, your request may not be approved due to insufficient information.**

**FILING DEADLINE:** The applicable items specified in the Checklist for Test Accommodations Petition must be completed and postmarked or received by the Committee on or before the filing deadline of the exam you wish to take. The board has adopted the following policy:

- Each examination administration requires that an applicant submit a new request and supporting documentation. Your request is specific to one examination administration and does not carry forward.
- Applicants with disabilities are entitled to, and have the responsibility to meet, the same deadline for application as individuals without disabilities. As some of the forms require input from third parties, it is suggested that you request the appropriate individuals complete the forms well in advance of the deadline for filing the petition for test accommodations.
- A timely petition requesting an accommodation for the February administration of the bar examination must be postmarked or received not later than November 30 prior to the examination.
- A timely petition requesting an accommodation for the July administration of the bar examination must be postmarked or received not later than April 30 prior to the examination.
- Requests for accommodation and supporting documentation will be retained by the Committee on Examination.
- Applicants will be notified at least three weeks prior to the examination whether accommodations have been granted. Applicants who complete the application process will be notified of certification status independent of accommodation status.

***NOTE: You must provide your treating specialist with Form 2, 3, 4or 5 for their completion in support of your request. Appropriate forms must be completed by the treating professional, not by the applicant. The form(s) must be submitted with your request.***

***IF YOU ARE PETITIONING FOR TEST ACCOMMODATIONS BECAUSE OF A LEARNING DISABILITY OR ADHD, THE COMMITTEE ON EXAMINATIONS SUGGESTS THAT YOU PROVIDE THE INFORMATION LISTED BELOW:***

- A. All learning disability testing, including school testing at any point in your life (psychological, educational or neurological) including the raw data not already requested on the Learning Disability Form 3.
- B. All confirmations of your disability by anyone other than the diagnosing professional, including in-school testing, guidance counselors, etc.
- C. All re-evaluations of your learning disability, by anyone, since the date of the initial evaluation, including his or her reports or notes.
- D. Educational output documents, such as grade reports, which might support an improvement in performance after initial diagnosis/treatment/accommodation.
- E. Any other documentation that would enable the Arizona Committee on Examinations to evaluate your request for test accommodations.

**Fax or emailed documents will not be accepted.** Materials should be mailed or hand-delivered to:

The Committee on Examinations  
1501 West Washington  
Suite 104  
Phoenix, Arizona 85007-3222

If you wish to receive verification of receipt, please submit via a trackable method with confirmation receipt. The Committee on Examination will not confirm receipt.