#### OFFICE OF ADMISSIONS



# FREQUENTLY ASKED QUESTIONS: TESTING ACCOMMODATIONS

These FAQs are a living document. They are subject to revision and will be supplemented and updated as needed.

# **Applying for Testing Accommodations**

1. I want to go through the streamlined approval process based on prior accommodations on a high stakes exam. How do I submit the request?

All applicants requesting testing accommodations through the streamlined approval process must submit a complete Testing Accommodations Application through their <u>Applicant</u> <u>Portal</u>, certify they are currently experiencing the same functional limitations as when they took the high stakes exam, and upload a copy of their accommodation verification letter. Please keep in mind the testing accommodation application is a separate application from the bar exam application.

Certain prior accommodations will be approved by the State Bar without the need for further documentation if all the following are satisfied:

- the prior accommodations were approved for a permanent disability;
- you are requesting the same (or lesser) accommodations granted on the high stakes exam;
- the State Bar offers equivalent testing accommodations deemed eligible for the automatic approval process;
- you submit proof of the prior approval of accommodations granted by the testing entity;
- you certify you are experiencing the same function limitations by the permanent disability;
- you submit a testing accommodations application with all sections completed;
   and
- your request is not for more than 100% extra time, and/or a private room.

# 2. How long will it take to process my Testing Accommodations Application? Will I have time to appeal the decision, if needed?

Processing may take up to 60 days from the date your Testing Accommodations Application is deemed complete by the State Bar. If you submit an application on or close to the final filing deadline, there may not be enough time after receiving a decision to submit a request for review. However, you can submit a request for review for a subsequent administration of the exam if needed. Early filing is strongly encouraged.

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# 3. My qualified professional has already completed Form B, C, D, E, or F. Will the State Bar still accept it?

Yes, the prior testing accommodations forms are still accepted if they are already completed. Going forward, applicants should use the <u>Qualified Professional Certification</u> <u>Form</u> (QPC). To provide verification of prior accommodations from your law school or another jurisdiction, you must submit a verification letter from that entity.

### 4. What is the deadline to request Testing accommodations?

A Testing Accommodations Application must be completed and received by the State Bar no later than the following:

- January 1 for the February California Bar Examination;
- June 1 for the July California Bar Examination;
- May 15 for the June First-Year Law Students' Examination; or
- September 15 for the October First-Year Law Students' Examination.

# 5. My Testing Accommodations Application is still pending review. Am I still able to register for an exam?

Yes. The process for requesting testing accommodations is separate from the application to take an exam. You are not required to wait for a determination regarding your testing accommodations to register for an exam, nor is this recommended.

### 6. I can't view my Admittance Ticket. What do I do?

Make sure you complete all demographic information located in your <u>Admissions</u> <u>Applicant Portal</u>. To locate this section, go to My Profile at the top right corner and click on the Update the contact information link. Select the Edit button and scroll down to Demographic section.

If you have a pending request for testing accommodations, your Admittance Ticket will not be released until your testing accommodation case is concluded.

# California Bar Examination (CBX) Administration

#### 7. How are the exam questions delivered?

For the July 2025 CBX, all applicants will receive hard copy examination materials for the written and MBE sessions.

### 8. What items am I allowed to bring into the exam room?

Items listed in the Admittance Ticket Bulletin are allowed without prior approval. The Admittance Ticket Bulletin can be found on the <u>California Bar Exam</u> webpage. Items not listed in the bulletin will require approval through the testing accommodation process. If the bulletin is not yet available for the exam you intend to take, refer to the bulletin for the prior administration of the exam; however, please note that the bulletin is subject to change.

# 9. Why does my Admittance Ticket say 2-day exam when I've been approved for extended days?

For all applicants, the Admittance Ticket will reflect whether they are approved to take the 1-Day Attorneys' Examination or the 2-day General Bar Examination. Your Admittance Ticket will not reflect your extended testing days.

### 10. I've been granted extra time, where can I find the schedule?

Sample schedules for extended time are posted <u>online</u>. Detailed testing schedules for the July 2025 CBX will be sent to you and also posted once logistics are finalized. Please note that schedules for subsequent exam administrations are subject to change.

#### 11. How do I know where I will take the exam?

The July 2025 California Bar Examination will be administered in person. When registering to take the exam, all applicants will be required to choose a standard testing site but will also have the opportunity to indicate their preferred testing accommodations location. In the event that you are granted accommodations that require you to be at a testing accommodations site, staff will reassign you, and your Admittance Ticket will be reissued with the updated testing accommodations site.

# 12. Which testing accommodations test site was I reassigned to?

Once your Admittance Ticket is available, you can view your assigned testing accommodations site on the ticket. The ticket will list the general location of the exam. Upon arrival at the test site, check in at the staff table to receive your room assignment. You can also view your testing location by accessing the corresponding examination case in your Applicant Portal. Your exam location will be listed in the Details tab and underneath the Examination Event Information.

### 13. How to I change my testing accommodation location?

If you are requesting to change your testing accommodation test center to a different testing accommodation location, you may submit the request through the Applicant Portal or by emailing <a href="mailto:testing.accommodations@calbar.ca.gov">testing.accommodations@calbar.ca.gov</a> by the test center change request deadline. Space is subject to availability, and it is not guaranteed that your request will be available.

# 14. Am I allowed to leave the test site for lunch, or do I remain on site?

Applicants have approximately one hour for a lunch break. You are allowed to bring a lunch, but may not eat lunch in the exam room. Please review the sample schedules online, as lunch schedules vary. Each day may have one of three lunch options:

- No lunch break: Typically, you will not have a lunch break if you only take one session of the exam that day for no more than four and a half hours.
- Lunch break between sessions: Typically, you will have a lunch break scheduled between sessions if you take two sessions of the exam that day, and they are each scheduled for no more than four hours and a half hours. You must leave the testing room and report at the designated time for the start of your next exam session. You

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- are not allowed to eat lunch in the testing room unless you have received prior approval as an accommodation.
- Lunch break during a session in the secure lunchroom: Typically, you will have a
  lunch break during the session if you only take one session of the exam for more
  than four hour and a half hours day. Your lunch break will be scheduled on the day
  of the exam with your proctor, and you must eat lunch in the secure lunchroom.
  You must bring your lunch as you will not be allowed to leave the secure testing
  area. You will not be permitted to retrieve your lunch from your car or buy lunch at
  the exam site. You are not allowed to eat lunch in the testing room unless you have
  received prior approval as an accommodation.
- 15. Am I allowed to bring a backpack or personal bag to hold items if testing in person? You are not permitted to have any extraneous or personal items (e.g., backpacks, purses, cell phones, etc.) in the exam room. Such items will not be allowed into the testing rooms and must be left outside of the secure testing area. Ensure all audible devices left outside or in the designated courtesy area are turned off.
- **16.** Can I request to take the exam remotely as part of a testing accommodation request? No. The California Supreme has <u>directed</u> the State Bar to plan on administering the July 2025 California Bar Examination in the traditional in-person format.

# First-Year Law Students' Exam (FYLSX) Administration

#### 17. How do I know where I will take the exam?

The June 2025 First-Year Law Students' Exam (FYLSX) will be administered primarily in person at various Prometric test centers. Once approved to take the exam, you will receive an email detailing how to make your exam appointment with Prometric.

### 18. What is my exam schedule?

The exam is comprised of 100 multiple-choice questions administered in two 90-minute sessions, with a 20-minute break between sessions.

# 19. What items am I allowed to bring into the exam room?

Items listed in the Admittance Ticket Bulletin are allowed without prior approval. The Admittance Ticket Bulletin can be found on the <u>First-Year Law Students' Examination</u> webpage. Items not listed in the bulletin will require approval through the testing accommodation process. If the bulletin is not yet available for the exam you intend to take, refer to the bulletin for the prior administration of the exam; however, please note that the bulletin is subject to change.