

## FORM 4: PSYCHOLOGICAL DISABILITY VERIFICATION

**NOTICE TO APPLICANT:** This section of this form is to be completed by you. The remainder of the form is to be completed by the qualified professional who is recommending accommodations on the bar examination for you on the basis of a psychological disability. Please read, complete, and sign below before submitting this form to the qualified professional for completion of the remainder of this form.

Applicant's full name: \_\_\_\_\_

Date(s) of evaluation/treatment: \_\_\_\_\_

Applicant's date of birth: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

I give permission to the qualified professional completing this form to release the information requested on the form, and I request the release of any additional information regarding my disability or accommodations previously granted that may be requested by the Florida Board of Bar Examiners or consultant(s) of the Florida Board of Bar Examiners.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

### NOTICE TO QUALIFIED PROFESSIONAL:

The above-named person is requesting accommodations on the Florida Bar Examination. All such requests must be supported by a comprehensive evaluation report from the qualified professional who conducted an individualized assessment of the applicant and is recommending accommodations on the bar examination on the basis of a psychological disability. The Florida Board of Bar Examiners also requires the qualified professional to complete this form. **If any of the information requested in this form is fully addressed in the comprehensive evaluation report, you may respond by citing the specific page and paragraph where the answer can be found.** Please attach a copy of the comprehensive evaluation report and all records and test results on which you relied in making the diagnosis and recommending accommodations for the Florida Bar Examination. We appreciate your assistance.

The Florida Board of Bar Examiners may forward this information to one or more qualified professionals for an independent review of the applicant's request.

Print or type your responses to the items below. **Return this completed form, the comprehensive evaluation report, and relevant records to the applicant for submission to the Florida Board of Bar Examiners.**

**I. EVALUATOR/TREATING PROFESSIONAL INFORMATION**

Name of professional completing this form: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation and specialty: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

License number/Certification/State: \_\_\_\_\_

Describe your qualifications and experience to diagnose and/or verify the applicant's condition or impairment and to recommend accommodations. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. DIAGNOSIS AND CURRENT FUNCTIONAL LIMITATIONS**

1. What is the applicant's DSM-5 (or most current version) diagnosis? If the diagnosis was prior to the DSM-5, please provide all five axes.

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2. Describe the applicant's history of presenting symptoms of a psychological disability. Include a description of symptom frequency, intensity, and duration to establish severity of symptomology.

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3. Describe the applicant's current functional limitations caused by the psychological disability in different settings and specifically address the impact of the disability on the applicant's ability to take the bar examination under standard conditions. Note: psychoeducational, neuropsychological, or behavioral assessments often are necessary to demonstrate the applicant's current functional limitations in cognition.

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4. Describe the applicant's compliance with and response to treatment and medication, if prescribed. Explain the effectiveness of any treatment and/or medication in reducing or ameliorating the applicant's functional limitations and the anticipated impact on the applicant in the setting of the bar examination.

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**ATTACH A COMPREHENSIVE EVALUATION REPORT.** An applicant's psychological disability must have been identified by a comprehensive diagnostic/clinical evaluation that is well documented in the form of a comprehensive report. The report should include the following:

- psychiatric/psychological history
- relevant developmental, educational, and familial history
- relevant medical and medication history
- results of full mental status examination
- description of current functional limitations in different settings
- results of any tests or instruments used to supplement the clinical interview and support the presence of functional limitations, including any psychoeducational or neuropsychological testing, rating scales, or personality tests
- diagnostic formulation, including discussion of differential or "rule out" diagnoses
- prognosis

### **III. ACCOMMODATIONS RECOMMENDED FOR THE FLORIDA BAR EXAMINATION (CHECK ALL THAT APPLY)**

The Florida Bar Examination is a timed written examination administered in three-hour sessions from 9:30 a.m. to 12:30 p.m. and from 2:15 p.m. to 5:15 p.m. on Tuesday and Wednesday as scheduled twice each year. There is a lunch break from 12:30 p.m. to 1:30 p.m. each day.

The first day consists of three essay questions in the morning session and 100 multiple-choice questions in the afternoon session. The essay questions are designed to assess, among other things, the applicant's ability to communicate his/her analysis effectively in writing. Applicants may use their personal laptop computers to type their answers, or they may handwrite their answers.

The second day consists of 200 multiple-choice questions (MBE), with 100 questions administered in the morning session and 100 questions in the afternoon session. Applicants record their answers by darkening circles on an answer sheet that is scanned by a computer to grade the examination.

Applicants are assigned seats, two per eight-foot table, in a room set for 1500-3000 applicants. Applicants are permitted to bring in medications and a clear plastic bottle of water with all labels removed. The examination is administered in a quiet environment, and applicants are allowed to use small foam earplugs. They are not allowed to bring food, other beverages, or other items into the testing room unless approved as accommodations. Restrooms are located in the examination room for use by applicants; however, they must do so within the time allotted for the test session.

**Taking into consideration this description of the examination and the functional limitations currently experienced by the applicant, what test accommodation (or accommodations, if more than one would be appropriate) do you recommend?**

Test question formats:

- Braille
- Audio CD
- Large print/**18-point font**
- Large print/**24-point font**

Assistance:

- Reader
- Typist for essays
- Scribe for multiple-choice portions

Explain your recommendation(s). \_\_\_\_\_

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Extra testing time. Indicate below how much extra testing time is recommended:

*[Example – jurisdiction-specific]*

<b>Test Portion</b>	<b>Standard Time</b>	<b>Extra Time Requested</b>	
Essay	3 hours	<input type="checkbox"/> 10%	<input type="checkbox"/> 25%
		<input type="checkbox"/> 33%	<input type="checkbox"/> 50%
		<input type="checkbox"/> Other (specify) _____	

<b>Test Portion</b>	<b>Standard Time</b>	<b>Extra Time Requested</b>	
Florida Multiple-Choice	3 hours	<input type="checkbox"/> 10%	<input type="checkbox"/> 25%
		<input type="checkbox"/> 33%	<input type="checkbox"/> 50%
		<input type="checkbox"/> Other (specify) _____	

<b>Test Portion</b>	<b>Standard Time</b>	<b>Extra Time Requested</b>	
MBE/Multiple-Choice	3 hours AM	<input type="checkbox"/> 10%	<input type="checkbox"/> 25%
MBE/Multiple-Choice	3 hours PM	<input type="checkbox"/> 33%	<input type="checkbox"/> 50%
		<input type="checkbox"/> Other (specify) _____	

Explain why extra testing time is necessary and describe how you arrived at the specific amount of extra time recommended. If either the amount of time or your rationale is different for different portions of the examination, please explain. If relevant, address why extra breaks or longer breaks are insufficient to accommodate the applicant's functional limitations.

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- Extra breaks. Describe the duration and frequency of the recommended breaks. Explain why extra breaks are necessary and describe how you arrived at the length or frequency of breaks recommended. If you are also recommending extra testing time, explain why both extra testing time and extra breaks are necessary.
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- Other arrangements (e.g., elevated table, limited testing time per day, lamp, medication, etc.). Describe the recommended arrangements and explain why each is necessary.
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#### IV. PROFESSIONAL'S SIGNATURE

**I have attached a copy of the comprehensive evaluation report and all records, test results, or reports upon which I relied in making the diagnosis and completing this form.**

I certify that the information on this form is true and correct based upon the information in my records.

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Signature of person completing this form

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Date signed

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Title

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Daytime telephone number