

ACCESSIBILITY AND REASONABLE TESTING ACCOMMODATIONS

All policies, procedures and plans are consistent with the requirements of the various provincial acts. These will be reviewed and updated regularly as we make continuous improvements in our efforts to remove barriers and increase accessibility for persons with disabilities*.

Accommodation requests are assessed on a case-by-case basis to ensure equal opportunity for individuals to fully demonstrate their qualifications without altering the nature or level of the qualification being assessed. We consider each case after carefully reviewing the submitted documentation; however, submitting a request does not guarantee receiving an accommodation*.

The Ontario Human Rights Commission (OHRC) provides guidelines regarding the definition and considerations to be taken into account regarding whether the provision of accommodation would cause an organization (e.g., employer, educational institution, etc.) undue hardship: <http://www.ohrc.on.ca/en/policy-and-guidelinesdisability-and-duty-accommodate/5-undue-hardship>.

The OHRC's *Policy on ableism and discrimination based on disability* provides practical guidance on the legal rights and responsibilities set out in the *Code* as they relate to the ground of disability.

Accessibility and Reasonable Accommodations for the Registration Examination

Basic principles

An accessibility and reasonable accommodation, based on disability (whether temporary or permanent) is considered appropriate if it results in equal opportunity to attain the same level of performance as persons without an identified disability, and meets the individual's disability-related needs without affecting the confidentiality of the examination and integrity of the examination's assessment purpose. The basic principle for accessibility and reasonable accommodations for the Registration Examination is to remove barriers to enable equal opportunity with dignity and without impediment.

Universal Design

To support all persons in engaging fully in the Registration Examination process, the following priority steps (in accordance with WCAG AA standards) have been undertaken for all test-takers:

- Generous test-taking time built-in to regular test-taking time allotment
- Customizable font size for examination print
- Short sentences with increased white space on screen
- No use of 'flash' or colour-dependent information
- No use of photographs, diagrams, or charts
- Available personal breaks
- Access to medication and/or glucose meter*
- Access to food and/or beverage*
- "Stop clock" feature for individuals to feed their infant, express milk, or take breaks due to recent childbirth or current pregnancy*

*Candidate must inform their regulatory college of their need at the time they confirm their intent to write the examination (generally 10 weeks before the examination date). An accommodation form and supporting documentation is NOT required.

Forms of accommodation

Depending on documented individual needs, a variety of accommodations are possible. The following forms of accommodations are most common:

- Extended time (to a maximum examination administration of 5 hours) with personal breaks
- Service animal
- Integrated text-to-speech technology
- Mobility aide

Applying for Accessibility and Reasonable Accommodations

1. Have the Documentation of Disability/Condition/Injury-Related Testing Accommodation Needs form (Section Two) completed by a currently registered medical doctor, psychologist, psychological associate or other regulated health professional who is familiar with you and who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested. This form must be current (within five years) of applying for accessibility and reasonable accommodations for an examination sitting. Updated assessments and/or diagnostic information are not required as part of the application process.
2. Fill out the Computer-Based Testing Accessibility and Reasonable Testing Accommodations Request form (Section One).
3. Gather additional supporting documentation if it is helpful to clarifying your situation. This may include:
 - a. A letter from your workplace signed by an appropriate representative of the workplace, dated, and on letterhead that describes workplace accommodations that would also be relevant to writing the examination.
 - b. A letter or documentation from an educational institution signed by an appropriate representative of Student Support Services/Access Office, dated, and on institutional letterhead that confirms test-taking accommodations. Please note that accommodations for assignments only will not be sufficient.
4. Submit all documentation from steps 1, 2 and 3 to your regulatory college by the deadline to confirm your intent to write the examination (generally 10 weeks prior to the examination date).

All documentation must be specific to the particular candidate requesting the accessibility and reasonable accommodation and must be specific in its description of the accommodation required to provide the particular candidate with an equal opportunity to attain the same level of performance on the examination as persons without an identified disability.

Evaluation of Accessibility and Reasonable Testing Accommodations

Requests will be reviewed individually and confidentially.

Staff at your regulatory college review requests and notify candidates if documentation or information is missing. Candidates have until the deadline to confirm intent to write the examination (generally 10 weeks prior to examination) to provide any missing documentation or information. Staff at your regulatory college submit complete requests to COMPASS.

Once your request for accommodation has been evaluated by COMPASS, you will receive an email from COMPASS informing you of the status of your request. If COMPASS requests additional information, please reply at your earliest convenience. If no further information is required, the email from COMPASS will indicate the specifics of which accessibility / accommodation need(s) have been approved. Review and respond to the email to confirm your awareness of the approved accessibility / accommodation plans.

Important note: Any potential testing accommodations granted are not meant to ensure any particular outcome, such as finishing the test, passing the test, doing better on the test, or reaching one's potential. We require evidence that you need your requested accommodation in order to access the test—not to “do better” on the test. It is possible that current or previous academic institutions have provided you with support services which went above and beyond access to an examination in order to help you reach your potential or otherwise be successful. However, the obligation of a licensing body is to ensure fair and equal access to an examination while protecting the public interest and ensuring safe and ethical competence to practice.*

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Accessibility and reasonable accommodations will only be denied for the following reasons:

- The request for accommodation(s) was received after the published deadline.
- The request for accommodation(s) was incomplete on the published deadline.
- A re-application for accommodation(s) for the upcoming examination administration was not submitted.
- There was no signed Documentation of Disability/Condition/Injury-Related Testing Accommodation Needs form.
- The Documentation of Disability/Condition/Injury-Related Testing Accommodation Needs form was not signed by a registered practitioner familiar with the candidate and/or qualified to diagnose the condition(s) for which the accommodation was being requested.
- The Documentation of Disability/Condition/Injury-Related Testing Accommodation Needs form was signed by an ineligible individual such as a relative, employer, employee, clinical supervisor, or administrative supervisor.
- The request for accommodation(s) in Section 1 and Section 2 of the application did not align with each other.
- Documentation of Disability/Condition/Injury-Related Testing Accommodation Needs form was not current (the document was older than 5 years).
- The Documentation of Disability/Condition/Injury-Related Testing Accommodation Needs form did not include the type or specifics of the accommodation required.
- The accommodation posed a reasonable risk to the integrity of the examination (i.e., an unfair advantage would occur; the test would not be able to achieve its testing purpose; the confidentiality of the test items could reasonable be negatively affected).

SECTION ONE

Computer-Based Testing Accessibility and Reasonable Accommodations Request

Please read the preceding important information sheets prior to completing this form.

Use this form to request accessibility and reasonable accommodations for the Registration Examination. All requests must be received at the time you confirm intent to write the examination. Requests will be reviewed individually and confidentially. Accommodations are subject to COMPASS approval.

Applicant's Name: _____

Registration #: _____

1. Please identify briefly the nature of your disability, condition and/or injury; describe its impact on you as a test-taker in a computer-based testing environment.
2. Please specify precisely the accessibility and reasonable accommodation and/or particular arrangements¹ you will need to complete the Registration Examination.

I certify that this information is correct. I have attached the completed Documentation of Disability/Condition/Injury-Related Accommodation Needs (required) and additional supporting documentation (as appropriate) which specifically support the accommodations being requested.

Applicant's signature

Date

¹ Specificities of accommodations and arrangements include such details as: exact amount of additional time recommended by the qualified professional, the ergonomics of the work station, the certificate of the service animal, the use of specific assistive hearing technology, etc.

SECTION 2

Documentation of Disability/Condition/Injury-Related Testing Accommodation Needs

If you have a disability, condition, and/or injury that requires an accommodation in testing, please have this section completed by an appropriate professional (physician, psychologist, psychological associate or other regulated health professional who is familiar with you, your condition and who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested) to certify that your condition requires the requested examination accommodations.

- ★ **If you have existing documentation from your employer indicating relevant accommodations in the workplace, you may submit such documentation in addition to the “Professional Documentation” in Section 2 of this form, (to be filled out by an appropriate professional).**
- ★ **If you have existing documentation of the same or similar accommodation provided for you in another examination situation, you may submit such documentation in addition to the “Professional Documentation” in Section 2 of this form, provided the documentation clearly identifies accommodations for testing situations.**

Professional Documentation

(to be completed by a regulated professional familiar with you, your condition, and who has specific training, expertise and experience in the diagnosis of the condition for which the accommodation is being requested)

Important Information for Professionals:

The examination for which the candidate is seeking accommodations has the following features:

- Three-hour duration
- Multiple-choice format (10 sections with approximately 5-8 subsections each)
- No typing is required (mouse/trackpad click only)
- Exam platform includes: font size at click of a button, no flash technology, all black text, short sentences with ample white space, electronic notepad
- Exam can function with integrated text-to-speech technology (no peripherals are permitted for security reasons) – use of this technology requires an approved accommodation
- Exam is remotely proctored in a testing environment of the candidate’s choosing (e.g., private room in home, private workplace office)
- Candidate provides their own computer and mobile technology

The following documentation is not required:

- Psychometric assessment
- Medical diagnoses

The following documentation is not acceptable:

- Diagnostic information without notation of accommodation needs for testing
- Documentation older than 5 years
- Handwritten letters from health care providers
- Handwritten patient records or notes from patient charts
- Diagnosis on prescription pads
- Diagnosis based solely on self-reporting
- Diagnosis based solely on online auto-scored self-assessment
- Research articles
- Any existing documentation without submission of the Professional Documentation form

PLEASE NOTE: *Nursing mothers and individuals very late in the gestational period must identify themselves to their regulatory college. These candidates do not require approved accommodations. Proctors institute a “stop clock” feature to ensure these individuals can attend to nursing and personal needs and receive the full 3-hours to complete their examination.*

Professional Documentation

(to be completed by a regulated professional familiar with the candidate, the candidate's condition, and who has specific training, expertise and experience in the diagnosis and treatment of the condition for which the accommodation is being requested)

I have known _____ since ____ / ____ / ____ in my capacity as a

Candidate Name

Date

_____.

My Professional Title

I am not a relative, employer, employee, clinical supervisor, administrative supervisor, or associated with the applicant in a manner that may affect my objectivity.

The candidate discussed with me the nature of the examination to be administered.

It is my professional opinion that, because of this candidate's disability / condition / injury described below, they should be accommodated during the administration of the CPSCP Registration Examination by providing the special arrangements listed below (and on the reverse side if more space is needed).

DESCRIPTION	EFFECT ON TESTING	ACCOMMODATION REQUIRED
<i>Sample:</i> <i>Limited use of hands/fingers</i>	<i>Slower use of mouse/trackpad</i>	<i>Additional time of 1 hour</i>

Signed: _____ Title: _____ Licence: _____

Printed Name: _____

Address: _____

Email Address: _____

Date: _____