



CEC.P.11: SPECIAL TESTING ACCOMMODATION PROVIDED FOR THE NATIONAL OCCUPATIONAL THERAPY CERTIFICATION EXAMINATION

Activity Sphere: Standards

Last Revised: November 2018

Activity: Examination

Subactivity/task: Special Accommodations

POLICY

1. National Occupational Therapy Certification Examination will be administered under special conditions for those candidates who require accommodations. Persons with disabilities are permitted to use their own personal supports to access the exam offered by the Canadian Association of Occupational Therapists (CAOT) (see Accessibility Policy 1-391).
2. No accommodation request will be granted if it jeopardizes the integrity or validity of the examination results or cause undue hardship on the Association.
3. Administration of the examination under special conditions will not be granted to candidates whose mother tongue is neither English nor French for the sole reason that their native language is one other than English or French. Nor will the examination be accommodated for scheduled personal commitments.
4. Alteration of the examination dates will not be granted, unless it is for religious reasons or if the examination needs to be taken over two consecutive days. Also, please view policy CEC.P.14 Severe Weather Emergencies and Building Closures.
5. The Association will release information to any 3rd party regarding the type of accommodation provided with the written permission of the candidate, such as the site coordinator, exam invigilator, and the exam provider.
6. The candidate and the Association are responsible for participating in the accommodation process. The candidate will submit a request for accommodation(s) to the Association, providing additional information to the Association upon request and considering alternative accommodations proposed by the Association.

PROCEDURES

1. Candidates requesting accommodations must submit **Form A** (the Testing Accommodation - Candidate Application Form) to the Association.



2. If a candidate requests accommodation due to a disability, he/she must either:
 - a. Arrange for the university to forward directly to the Association information related to past testing accommodations, OR
 - b. Arrange to complete **Form B** (Testing accommodation - Documentation of disability related needs) and have the completed form returned to the Association.

If a candidate requests accommodation due to reasons other than a disability, the candidate may be asked to submit supporting document(s) (e.g. a letter from a religious leader).

Forms A and B, and supporting document(s) must be sent to the Association by the registration deadline. The deadline for the July and November exam is May 15th and September 30th respectively. The candidate is responsible for any costs related to Form B.

3. All requests are reviewed by the Director of Standards or delegate. Decisions are made on an individual basis.
4. If accommodation is approved, the Association shall inform both the candidate and the site coordinator in writing of the testing accommodation granted (see **Form C**, Testing Accommodation Authorization form). Examples of types of accommodation provided may include but are not limited to:
 - Extra time (to a maximum of double - over two days, continuous vs. stop time must be specified). Over two days, the candidate must write the first half of the examination the day before the regularly scheduled exam day. Candidates writing over two days will sign a confidentiality agreement form.
 - Sunday Sitting, or alternate day for religious reasons
 - Extra rest breaks as required
 - Separate room or semi-private (separate invigilator)
 - Large print examination paper
 - Reader
 - Scribe
 - Personal attendant/assistant
 - Equipment such as: specialized seating, height-adjustable table, footrest, adapted writing devices, bookrests
 - Service animal

The Association is responsible for any costs involved in providing the accommodations mentioned above.



5. If the accommodation request is denied, the Director of Standards or delegate informs the applicant in writing, including the rationale for denial.
6. On examination day, the site coordinator will ensure that the candidate completes **Form D** (Testing Accommodation - Candidate declaration form) before the exam begins. If applicable the reader/scribe signs **Form E** (Testing Accommodation- security declaration for readers and scribes) and copies of the above are returned to the Exam Service Provider.

CEC.P.11: Special testing accommodation provided for NOTCE		
Revised	Agenda item	Policy and/or Procedures
November 2018	B.18.11.C.09	Procedures only
November 2016	B.16.11.C.07.02b	Policy and procedures
November 2013	B.13.11.7.8	Policy and procedures
November 2012	B.12.11.7.6	Policy only
Approved	B.99.11.6.4	Ref. to old policy: 11215

Related documents

- Accessibility Policy 1-391;
- CEC.P.14 Severe Weather Emergencies and Building Closures;
- Form A “Testing Accommodation - Candidate Application Form”;
- Form B “Testing accommodation - Documentation of disability related needs”;
- Form C “Testing Accommodation Authorization form”;
- Form D “Testing Accommodation - Candidate declaration form”;
- Form E “Testing Accommodation - security declaration for readers and scribes”.