



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

Activity Sphere: Standards

Last Revised: November 2021

Activity: Examination

Subactivity/task: Testing Accommodations

POLICY

1. “Accommodation” refers to any modification of the testing conditions on the National Occupational Therapy Certification Examination (NOTCE) that is necessary under human rights laws to allow a candidate to overcome a barrier to equitable participation on the examination that is caused by personal circumstances (e.g., disability, religion, family status, etc.) For example, persons with disabilities are permitted to use supports to access the exam offered by the Canadian Association of Occupational Therapists (CAOT) (see Accessibility Policy 1-391 and criteria procedure #4).
2. The purpose of testing accommodations is to allow all candidates a fair opportunity to demonstrate their knowledge without jeopardizing the integrity or validity of the examination results or otherwise causing 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.
4. It may not be possible to alter the examination dates. Accommodation, however, will be considered with proper documentation and notice, providing the dates can be altered without undue hardship to alleviate a discriminatory impact that would otherwise result. View related policy CEC.P.14 Severe Weather Emergencies and Building Closures.
5. The Association will release information to any third party regarding the type of accommodation provided with the written permission of the candidate, such as the site coordinator, exam invigilator(s), exam provider or a regulator. However, the Association may be required by law to release this information to other parties without the candidate’s consent.
6. Both the candidate and the Association are responsible to participate fully and in good faith to attempt to reach an accommodation that does not cause undue hardship. This requires the candidate to disclose sufficient information, in a timely way, to establish entitlement under human rights law and to document the need for accommodation that will alleviate the barrier to full participation that would otherwise result. After submitting a written request for accommodation, the candidate may be asked to provide additional information to the Association and to consider



alternative accommodations proposed by the Association. If necessary, the Association may require, identification of the diagnosis, and the link between that diagnosis and the barriers and possible accommodation measures, in order to provide an appropriate accommodation.

7. The candidate should make a request for accommodation at the first available opportunity. The failure to do so may reduce the candidate's entitlement to accommodation at the examination in question or on appeal of an examination attempt.

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, current supporting documentation is required. The candidate must either:
 - a. Arrange for the university to forward directly to the Association information related to testing accommodations that were provided within the past two years, OR
 - b. Arrange for a regulated health care professional to directly forward to the association **Form B** (Testing accommodation - Documentation of disability related needs) dated within the past year. The form confirms that a disability exists, as diagnosed by a regulated health professional qualified to make such a diagnosis, that it presents a barrier to the candidate's full participation on the examination, and specifies an accommodation of the testing conditions that would alleviate this barrier.

If a candidate requests accommodation due to reasons other than a disability, the candidate will also be asked to submit supporting documentation (e.g. a letter from a religious leader), dated within the past year.

Completed Forms A and B and supporting documentation must be sent to the Association by the exam registration deadline. The candidate is responsible for any costs related to any supporting documentation.

3. All requests are reviewed by the Exam Officer and Director of Standards or delegate, and the candidate may be contacted for follow up. The Association reserves the right to request verification from either: the university; signatory of any supporting documentation; or an independent health care professional. Decisions are made on an individual basis.
4. Criteria for consideration of accommodation(s) include:
 - a. the supporting documentation is current and complete;
 - b. the candidate has a diagnosed disability or other circumstances that demonstrate entitlement to



- accommodation under human rights laws;
- c. a clear link is shown between the functional impact of the candidate's personal circumstances and the accommodation that is proposed to alleviate that impact;
 - d. exam integrity is preserved, and there is no unfair advantage over other candidates; and
 - e. CAOT is able to provide the necessary resources to implement the accommodation.
5. If accommodation is approved, the Association shall inform, in writing, both the candidate and the proctor of the testing accommodation (**Form C**, Testing Accommodation Authorization form). Some examples of types of accommodations that may be provided include:
- Extra time
 - Sunday sitting, or alternate day for religious reasons
 - Extra rest breaks as required
 - Separate room or semi-private room
 - Large print examination paper
 - Reader (e.g. text to voice technology)
 - Scribe
 - Personal attendant/assistant
 - Equipment such as: specialized seating, height-adjustable table, footrest, adapted writing devices, bookrests
 - Assistance from the candidate's guide dog or service animal
6. If the accommodation request is denied, the Director of Standards or delegate informs the applicant in writing, including the rationale for denial and ability to appeal (see P.13 NOTCE Appeals).
7. On examination day, the proctor will ensure that the candidate completes **Form D** (Testing Accommodation - Candidate declaration form)(or seeks agreement in an online chat box if exam is online) 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: Testing accommodation provided for NOTCE		
Revised	Agenda item	Policy and/or Procedures
November 2021	B.21.11.C.11	Procedures only
June 2019	B.19.06.C.10	Policy and 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”.