|  |  |
| --- | --- |
| **Department** | Exam |
| **Title** | Exam Policy – Accommodations |
| **Date Approved:** | July 20, 2022 |
| **Approved By:** | Registration Committee  Reviewed by Examination Committee |
| **Dates Reviewed:** | February 21, 2024 |
| **Date of Next Review** | February 2025 |
| **Version** | 2.0 |

The College of Physiotherapists of Ontario is committed to providing accessible and equitable service to all exam candidates. The CPO will make the Ontario Clinical Exam (OCE) accessible to persons who require accommodations including those with disabilities, special needs, or other circumstances to the full extent possible, including making arrangements for alternative accommodations to be available for candidates who have provided evidence of documented needs. Requests for accommodation must be identified by the candidate at the time of Exam Registration to ensure that resources can be appropriately and equitably allocated.

The CPO will review requests for accommodation on a case-by-case basis to ensure that candidates seeking accommodation receive a fair and equal chance to demonstrate the required knowledge, skills and abilities for entry to practice, without compromising the exam’s reliability, validity or security. All requests are confidential and will only be discussed between CPO, the candidate seeking accommodation and, if necessary, a third-party consultant to assist with accommodation planning, with the candidate’s consent.

## Procedure

If a candidate requires an accommodation for a disability, temporary disability, or special condition they must indicate this on their exam registration form. College staff will contact the candidate to request additional supporting documentation. The candidate will not be scheduled for an exam until all supporting documents are received and the request can be assessed. Although submission of an accommodation request does not guarantee that a request will be approved, the College will endeavour to provide accommodations that are mutually satisfactory.

Examples of Types of Accommodations

* Approved scheduled breaks
* Extra time to complete the exam
* Access to medicine during the exam or during approved scheduled breaks

This is not an exhaustive list.

## Special Circumstances

* In circumstances where a candidate sustains an injury or illness which requires an accommodation after completing their application to the exam the candidate may still request an accommodation. Evidence supporting this accommodation must indicate when the injury or illness started. These requests are an exception to normal procedures and must be made as soon as possible prior to exam date. Submission of the [Exam Accommodations Request Form](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-accommodations-request-form.docx?sfvrsn=103adda1_0) is still required.
* Accommodation requests may be denied if sufficient evidence has not been provided to support the request, or if the accommodation is unreasonable or not operationally possible within the context of the exam delivery method. Any request that is determined to compromise the validity or security of the exam or provide a candidate with an unfair advantage will be denied.
* The final decision regarding an accommodation request is the primary responsibility of the Examinations Manager and will be reviewed by the Registrar. The outcome of the decision will be communicated to the candidate by email, and the candidate will be asked to indicate their acceptance of the decision.

## Instructions for Requesting Exam Accommodations

* The candidate must indicate on their exam registration form that they require an accommodation and identify the general nature of the accommodation. Candidates should submit the Exam Accommodations Request Form and any supporting documentation with their application.
* If additional information is needed or if accommodation documents are not attached in the application, exam staff will contact the candidate.
* The accommodation request will be reviewed, and the candidate will be notified if the accommodation is approved.

***Note:*** The accommodation approval is only valid for the exam the candidate is scheduled for. If the candidate is unable to attend an exam date, they must submit a new Exam Accommodations Request Form with updated documentation (if required). This request will need to be reviewed and approved before the candidate is rescheduled to an exam date. The College is not obligated to offer the same, or other accommodations for any future administration of the exam.

## Supporting Documentation Requirements

Documentation must:

Include a letter from an appropriate regulated health professional that is typed or printed on the regulated health professional’s letterhead, and include their name, title, and professional credentials. It must be dated, signed and legible.

This letter should include:

* Length of relationship with the regulated health professional.
* Description of the disability/disorder/condition.
* Indication if the issue constitutes a permanent or temporary disability and the expected return to pre-disability state.
* If access to medication during the exam is required, the letter should indicate any possible side effects of the medication which could impact exam performance.
* Indicate if any accommodations were previously granted for the disability, including accommodations in the university program setting or through other entry to practice exams.
* Explicitly explain the required accommodation and why the candidate requires the specific accommodation.
* Contact information (email and/or phone) for the regulated health professional in case follow up is required.
* All supporting documentation must be submitted together, electronically by email and should be provided by the candidate.

**Reference:** [What to Expect on Exam Day](https://www.collegept.org/docs/default-source/ontario-clinical-exam/what-to-expect-on-exam-day.docx?sfvrsn=c02bdca1_13)