



Accommodation Policy - Registration Examination

Purpose of the Policy

The College of Chiropodists of Ontario (College) is committed to ensuring an inclusive registration process, in which all applicants are treated with respect and dignity. The College recognizes its duty under the *Human Rights Code* to accommodate the needs of applicants on the basis of protected grounds, including disability, religion, family status, gender and gender expression, up to the point of undue hardship.

Accommodations ensure that applicants with human rights related, and specifically disability-related, needs may fulfill the essential registration requirements in a manner that accurately reflects their true potential. They foster the accessibility and the full participation of these applicants in the registration process.

The purpose of this policy is to establish guidelines for the provision of accommodation in both the written and oral components of the College's Registration Examinations.

Principles

In providing accommodation, the College is guided by the following principles:

1. **Right to Equal Treatment:** Every applicant has the right to equal treatment with respect to the registration process without discrimination because of disability or other human rights related reasons.
2. **Accommodations:** Reasonable accommodation refers to any adjustment to the examination materials or testing environment that permits a qualified applicant with human rights related, and in particular a disability related, needs to perform, without undue hardship to the College. Accommodations are individualized. For example, a reasonable accommodation may involve the provision of extra examination time for the written component of the College's Registration Examination for a candidate with a learning difference.
3. **Applicant's Responsibility:** The onus is on the applicant to request the accommodation and provide supporting documentation.
4. **Undue Hardship:** Any requested modification that would affect the integrity of the examination will be considered undue hardship and will not be granted. Other considerations in the assessment of undue hardship are the costs and health and safety concerns associated with the request.
5. **Confidentiality:** The College acknowledges that information about human rights related, and in particular disability related, needs is personal and highly sensitive, but that effective accommodation often involves the coordination of different organizations and individuals. The College is committed to only sharing the information that is necessary to provide effective accommodation.



Procedure for Requesting Accommodation for the the Registration Examination:

The procedure for requesting accommodation for the Registration Examination is as follows:

1. Applicants must make their request to the Registrar of the College for accommodation by submitting a completed Form 1 (attached) and supporting documentation, as described below at bullet number 3, no later than thirty (30) days prior to the examination.
2. Complex accommodation requests should be submitted well in advance of this thirty (30) day deadline to ensure that they can be met. The College will make every effort to accommodate requests on shorter notice but is unable to guarantee to do so, as space and invigilators are limited.
3. Supporting documentation will vary depending on the accommodation request made. For requests based on disability, the applicant must submit supporting medical documentation, preferably in the Form 1A provided. At minimum, the supporting medical documentation must meet the following requirements. It must:
 - a. be authored by a qualified health professional;
 - b. be current (completed within the last three years);
 - c. describe the diagnosed disability;
 - d. describe any functional limitation(s) resulting from the disability;
 - e. specify the accommodations necessary to take the examination on account of the specified functional limitation (e.g. if additional testing time is requested, set out the precise amount of time required); and
 - f. be signed by the health professional.
4. This procedure applies to both the written and oral (Objective Structured Clinical Evaluation (OSCE)) components of the College's Registration Examination. However, the College may provide different substantive accommodations for the different examinations in order to ensure the integrity of both examinations.
5. For the written component of the examination, the accommodation may include private space and extra time up to two times the amount of the scheduled examination time. All exams will start at the regularly scheduled times unless the alteration of examination start time is absolutely necessary and the alternative start time is agreed to by the College.
6. It is recognized that no single type of test accommodation may be adequate or appropriate for all individuals with any given type of disability. The College will make every effort to accommodate candidates further, when reasonable and possible in the circumstances. In so doing, the College must again ensure the integrity of the examination is not disrupted.