

## POLICY BCRSP-1231 BCRSP Examination Accommodation

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### PURPOSE

To define a policy and procedure for review of disability accommodation requests for the BCRSP examinations.

### DEFINITIONS

A candidate with a disability is defined as a person who has a physical, sensory, physiological, mental, cognitive and/or developmental disability for whom the standard delivery of a BCRSP examination constitutes a barrier.

### GUIDING PRINCIPLES

For candidates unable to take the BCRSP's examination using the standard testing process, the BCRSP will make all reasonable efforts to accommodate candidate needs up to the point of undue hardship. In this regard, BCRSP has adopted the following guiding principles for responding to requests from candidates for exam accommodation.

1. Accommodation requests will be considered on an individualized basis.
2. The accommodation procedures will respect the dignity and privacy of the candidate.
3. Requirements and procedures for test accommodations will ensure fairness for all candidates, both those seeking accommodations and those testing under standard conditions.
4. Accommodations will be appropriate and reasonable for the documented disability and must be consistent with the mandate of the BCRSP to ensure persons holding a BCRSP certification meet the competencies required of registered safety professionals.
5. Accommodations must not result in undue hardship, or fundamentally alter that which the test is designed to measure.
6. Accommodation requests must be made in sufficient detail, and be accompanied by appropriate and verifiable documentation, to ensure that the BCRSP has all the information it requires to determine the most appropriate accommodation.

In making their decision, the BCRSP will consider factors such as undue disruption of the BCRSP's operations, added costs to the Board, human resource availability, maintenance of examination security, and the effect of a particular accommodation on the ability to best ensure that granting the accommodation request will not compromise the validity and integrity of the certification exam.

BCRSP's decision will, if at all possible, be communicated to the candidate at least thirty (30) days prior to the exam. If an accommodation is granted, the BCRSP reserves the right to assign the date, time and location of the examination, taking into account any accommodation needs that may impact the scheduling of the examination.

Prior to writing the exam the candidate will sign an acknowledgement that all agreed to accommodation(s) have been provided.

Post exam writing the candidate will sign a further acknowledgement that all agreed to accommodation(s) have been provided to their satisfaction. If a candidate was not provided with the accommodations as requested and any concerns could not be satisfactorily resolved at the test centre, a candidate may submit an appeal within fifteen (15) days of writing the examination.

Accommodation arrangements approved by the BCRSP are not transferable from one examination to another. A new accommodation request must be submitted each time the candidate applies to sit the examination and will be evaluated independently.

Examples of accommodations that may be provided:

- Accessible testing site (e.g. Wheelchair accessible)
- Scribe (recorder of answers)
- Extended writing time
- Extra time for breaks
- Reader (person to read examination items aloud)
- Separate testing room
- Sign language interpreter
- Special chair
- Special input device, such as a trackball mouse
- Special output device, such as a larger monitor

## PROCEDURE

A request for accommodation must be submitted in writing to the BCRSP Executive Director at least 90 days before the examination date for both, first write and any re-writes of the examination. Late requests may be considered in extenuating circumstances but BCRSP cannot guarantee that such requests will be accommodated. All requests will be handled on a confidential and individualized basis.

A written request for disability accommodation must include:

- A completed, signed, request for accommodation form explaining the nature and extent of the candidate's restrictions or limitations in sufficient detail to ensure that the form, along with any supporting documentation, provides BCRSP with all the information it needs to determine the most appropriate accommodation.
- Original letter(s), on office letterhead, from the candidate's fully-licensed practicing physician, clinical psychologist, other appropriate licensed health care provider, or other appropriate professional or practitioner (the practitioner cannot be a relative or spouse of the candidate) identifying and confirming the existence of the functional limitation(s), the nature of the accommodation requested, and a detailed explanation of why the accommodation is required.
- If applicable and available, documentation demonstrating that similar accommodations were provided to the candidate during any previous education program or other certification examination.

All medical and other supporting documentation submitted will be kept confidential by the BCRSP and will be used for the purpose of implementing the accommodations necessary for the candidate, if any.

All disability-related documentation must be current within *six (6) months* of the date of application to write the exam. If the medical documentation, i.e. report or letter is not current within six (6) months of the date of the candidate's application, the applicant must include a letter from a fully-licensed practitioner or other professional with appropriate credentials. The letter shall indicate that they have reviewed the supporting medical documentation and concur that the accommodations set out within it remain valid for the candidate for the purposes of the BCRSP certification exam on the date of the proposed sitting of the exam.

If additional information is required to evaluate the accommodation request, the BCRSP will consult with the candidate.

The final decision regarding an accommodation request lies with the BCRSP Certification and Examination Committee Chair and Vice Chair in collaboration with the BCRSP Executive Director.

A written appeal of the decision may be made within 60 days and will be reviewed by the Governing Board at their next regularly scheduled Board meeting. In cases of appeal, the decision of the Governing Board will be final.

REFERENCE DOCUMENTS	
Doc.064	Accommodation Request Form
Doc.123	BCRSP Examination Test Accommodation Verification Letter
Doc.124	BCRSP Examination Test Accommodation Verification Post Examination

CHANGE HISTORY		
Approval Date	Change details	Rationale
September 15, 2018	Updated to cover both examinations	CRST examination added