



Examinations Accommodations	Policy Number: LC6
	Date Effective: 2026-04-01
	Last Update: N/A
Applies to: All CCHPBC Exam Candidates	
Title of Policy Owner: Director of Licensure	

Policy Statement:

The College of Complementary Health Professionals of BC (“CCHPBC”) will provide reasonable testing accommodations to any exam candidate with an identified impairment, disability, condition, disorder, or other special need, in compliance with relevant legislation, including the *Canadian Charter of Rights and Freedoms* and the *British Columbia Human Rights Code*.

This policy specifies the criteria for approval and outlines the procedure for managing candidate requests for examination accommodations.

1. Legal and Regulatory Authority:

- *Canadian Charter of Rights and Freedoms*
- *BC Human Rights Code*

2. Definitions:

None identified at this time.

3. Policy Rationale and Purpose:

The purpose of this policy is to ensure that examination accommodations are administered fairly, enabling all candidates to demonstrate their knowledge and competencies. Accommodations are provided without giving any candidate an advantage or disadvantage in assessing their profession-specific knowledge, skills, and judgement. These accommodations allow candidates to perform to the best of their ability without affecting the scoring process, which remains consistent for all.



4. Roles & Responsibilities

Examination Candidates are responsible for:

- Identifying and communicating their accommodation needs in a timely manner
- Submitting accommodation requests and supporting documentation in accordance with established requirements and timelines
- Providing complete, accurate, and current information to support the assessment of their accommodation request
- Participating in discussions regarding accommodation needs and alternative accommodation options, where applicable

Staff at CCHPBC is responsible for:

- Receiving, reviewing, and assessing accommodation requests in a fair, consistent, and timely manner
- Determining whether accommodation requests meet the requirements of this policy and applicable legal obligations
- Communicating accommodation decisions and any related requirements to examination candidates
- Protecting the confidentiality of personal information collected through the accommodation process
- Ensuring that approved accommodations are implemented in a manner that maintains the integrity, validity, and security of examinations

Examination Administrator

Where an external examination administrator is involved, the examination administrator is responsible for:

- Supporting the implementation of approved accommodations within the examination environment
- Working collaboratively with CCHPBC and examination candidates, where appropriate, to facilitate accommodation arrangements
- Maintaining examination integrity, security, and confidentiality throughout the accommodation process

5. Procedures

Criteria for Granting Examination Accommodations

To qualify for an exam accommodation, the following criteria must be met:

1. **Basis of Need**

The candidate's need for accommodation must be based on:

- a. A professionally recognized diagnosis of a disability, impairment, condition, or disorder; or
- b. Any grounds listed in the *Canadian Charter of Rights and Freedoms* or the *BC Human Rights Code*.



2. Interference with Examination Performance

The candidate's condition must:

- a. Interfere with the candidate's ability to complete the examination under standard conditions, and/or
- b. Require that the candidate receive alternate arrangements for examination procedures (e.g., the use of an assistive device such as a wheelchair or hearing aid, or the need to have medical equipment readily available, such as an asthma pump or medication inhaler).

3. Current Need for Accommodation

The candidate's need for accommodation must be current (e.g., relevant to the candidate's ability to take the examination on the anticipated date). Candidates must submit a separate accommodation request for each exam that is taken and administered. This is different from requiring that a candidate's diagnosis (in the case of candidates with disabilities, impairments, conditions, or disorders) be current.

4. Supporting Documentation

The candidate's supporting documentation submitted with the request must clearly demonstrate that the condition/disability/disorder will interfere with the candidate's ability to take the exam and how the accommodation request addresses these needs.

5. Integrity and Security of the Exam

In approving and implementing an accommodation, CCHPBC and, where applicable, the exam administrator must ensure that the integrity and security of the examination are maintained.

6. Undue Hardship

The accommodation must be feasible for CCHPBC to provide without [undue hardship](#).

Accommodation Request Process

1. Request Submission

Exam candidates seeking accommodations must complete the form in Appendix A and submit it, along with all required supporting documentation, by the same deadline as the exam application. Requests that are incomplete or submitted after the deadline may not be considered. There is no fee for submitting a request; however, candidates are responsible for any costs associated with obtaining the supporting documentation. For details on acceptable documentation, see Section 4 of the Examination Accommodations Request Form.

2. Evaluation of Requests

Requests are evaluated by CCHPBC staff. Additional information may be



requested, including medical documentation, to assist with determining the appropriate accommodation.

3. Notification of Decision

CCHPBC will notify the candidate of its decision regarding the accommodation request as soon as possible, within 30 calendar days before the scheduled examination date.

Alternate Accommodations

If the requested accommodation does not meet the required criteria, CCHPBC may collaborate with the candidate and/or the examination administration agency, as appropriate, to explore alternative accommodations.

Confidentiality

Any personal information obtained under this policy will remain confidential in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c.165. The information will only be used for the purpose of determining accommodations for a specific examination administration.

6. Key Partnerships

- Exam administrators, where appropriate.

7. Other Relevant Policies and Documents:

- Appendix A: Examination Accommodation Request Form

Reviewed by Legal Counsel: <input checked="" type="checkbox"/>	On: 2026-02-23
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Approved By: <input type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Committee Name</i>) <input type="checkbox"/> Registrar/CEO <input checked="" type="checkbox"/> Department Executive Director ➤ Name: <i>Kate Parisotto</i> ➤ Title: <i>Chief Regulatory Officer</i>	Date Approved: 2026-03-31
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Next Policy Review Date:

2027-04-01

Revision History:

Last Updated: NA or Select date

Previous Update: NA or Select date

Previous Update: NA or Select date



Appendices

Appendix A

Examination Accommodation Request Form

Exam candidates who require accommodations due to barriers arising from a recognized disability or condition must complete the necessary form and submit it to CCHPBC by the specified deadline.

Section 1: Candidate Information

For which examination are you requesting accommodations for? (Select all that apply):

Full Name: _____

Street No. and: _____

City/Town/Village: _____

Province (State): _____

Postal Code (or Zip Code): _____

Country: _____

Telephone: _____

Email address: _____

Birthdate: _____

CCHPBC Application Number: _____

Section 2: Identified Barriers

Please describe how current examination conditions may pose challenges. You should list only environmental and systemic factors.

Examples include:

- Physical access to the examination room.
- Exam timing or duration that does not account for fluctuating energy levels.
- Limited access to assistive technology.

Description of Barriers:

Section 3: Accommodation Request

Please Indicate the accommodations you believe will address the barriers described above. Accommodations are determined through collaboration and individualized



assessment.

Requested Accommodations (check all that apply):

- Extended time
- Alternative formats (e.g., large print, Braille, electronic text)
- Assistive technology (e.g., screen readers, speech-to-text software)
- Adjustable seating or workstations
- Quiet or low-distraction environment
- Breaks during the examination
- Accessible exam location (e.g., barrier-free rooms)
- Other (specify): _____

Rationale for Requests: (e.g., *I need extra time due to slower processing speed and breaks to manage my fatigue during exams. A quiet environment is also essential to reduce distractions and help me focus.*)

Section 4: Supporting Documentation:

- A. To support your diagnosis / condition, please provide a professionally recognized diagnosis from a medical practitioner of a disability, impairment, condition or disorder e.g. a letter from your specialist.
- B. To support your accommodation request, please provide documentation from one or more of the following sources. These should reflect your lived experiences and the barriers you encounter:
- A letter from your therapist, counselor, or another professional whom you meet with regularly.
 - A letter from your physical therapist or other healthcare professional familiar with your situation.
 - A letter from a faculty mentor or academic advisor who knows you well.
 - A letter from a disability services staff member who understands your needs.
 - Other objective evidence of disability, such as a driver's medical examination report, government disability income verification, or an HC parking placard.

Section 5: Agreement and Acknowledgment

By submitting this form, I affirm that the information provided is accurate and that the requested accommodations are intended to address identified barriers.



Signature: _____

Date: _____