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| Policy Title: Assessment for Substantial Equivalence - Accommodations | Replaces former policy: <input checked="" type="checkbox"/> Title: CDBC Virtual Dietetic Practice <input type="checkbox"/> N/A |
| | Date Effective: 2024-06-28 |
| | Last Update: Select date |
| Applies to: Dietetics | |
| Contact: Name of Policy Owner | |

Policy Statement:

An Applicant to the Designated Health Profession of Dietetics (an “Applicant”) who has a permanent disability, a temporary disability, a medical condition or disorder, a religious reason, or any other reason that warrants accommodation may request accommodation for the Assessment for Substantial Equivalence (the Knowledge Assessment and/or the Practical Assessment).

Except in unplanned/unforeseen circumstances, a written accommodation request must be received at least four weeks prior to the date of an assessment.

A request for accommodations requires completion of at least one of the following forms, as applicable:

- **Form A: Application for Testing Accommodations**
(completed by the Applicant)
- **Form B: Application for Testing Accommodations for Mental or Physical Disability-Related Needs**
(completed by the appropriate regulated health-care professional, as described within the form, and supplemented with supporting documentation as indicated)
- **Form C: Application for Religious Accommodation**
(completed by the Applicant)

Reasonable accommodations may include (but are not limited to) additional time to complete the assessment, additional breaks during the assessment process, and/or the use of a reader. The College will provide reasonable accommodation at no additional cost to the Applicant; however, the Applicant is responsible for any costs associated with requesting the accommodation, including any costs to complete Form B or collect supporting documentation.



The decision to approve or deny an accommodation request will be made by the Registrar or their delegate. The College reserves the right to refuse any accommodation request that threatens the psychometric soundness, reliability, fairness, and/or security of the exam. Decisions will be communicated within 10 business days of the College receiving all completed documentation.

1. Policy Rationale and Purpose:

Accommodations for professional assessments are modifications that reduce or remove barriers that would otherwise prevent an Applicant from demonstrating their competence. When considering a request for accommodation, the College must balance the rights of the Applicant with its mandate to protect the public interest. A reasonable accommodation is an adjustment to the standard testing conditions that ameliorates the impact of an Applicant's disability/condition *without*:

- Altering the nature of the assessment or the College's ability to determine whether the applicant possesses the essential knowledge, skills and abilities required to practice dietetics in Canada.
- Imposing an undue burden on the College or other applicants.
- Compromising the security, validity or reliability of the assessment.

This policy outlines the requirements for requesting an accommodation for the Assessment for Substantial Equivalence.

2. Policy Scope:

This policy applies to Applicants to the Designated Health Profession of Dietetics who are required to take the Assessment for Substantial Equivalence.

3. Legal Authority:

- B.C. *Human Rights Code*

4. Key Partnerships:

N/A

5. Definitions:

N/A



6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other:

7. Resources/References:

N/A

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|---|--|-------------------------|---|
| Reviewed by the Board on: | | Select date | <input checked="" type="checkbox"/> N/A |
| Reviewed by the Registrar/Deputy Registrar on: | | Select date | <input type="checkbox"/> N/A |
| Date Approved Select date | Approved By <input type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Name of Committee</i>) OR Name <i>Full Name</i> Title <i>Title</i> | | |
| Date Effective Select date | Revision history | Last Updated: | Select date |
| Next Review Select date | | Previous Update: | Select date |
| Drafted by: Name <i>Name</i> | | Title <i>Title</i> | |



Appendices

Appendix A

Form A: Application for Testing Accommodations

An Applicant who has a permanent disability, a temporary disability, a medical condition or disorder, a religious reason, or any other reason that warrants accommodation may request accommodation for the Assessment for Substantial Equivalence (the Knowledge Assessment and/or the Practical Assessment).

The College must balance the rights of the Applicant with our mandate to protect the public interest and provide a fair, secure, valid, and reliable assessment process.

The College will not release copies of the documentation received from an Applicant related to an accommodation request to any third party. The College will collect and share information in accordance with our privacy policies. All information and documentation obtained in the course of an accommodation request can be used internally for any of our regulatory functions.

You are not required to share information with the College, but if you do not share pertinent details, we may not be able to provide the requested accommodation. Additional information and supporting documentation may be requested.

Name: _____ ID Number: _____

Assessment(s): _____

Describe why this disability/condition/reason prevents you from writing the assessment(s) in the usual method and/or environment.¹

¹ The Assessment for Substantial Equivalence is composed of a Knowledge Assessment and a Practical Assessment. The Knowledge Assessment is a 3-hour computer-based multiple-choice exam without a break, administered in a virtual format. The Practical Assessment is a 2.5-hour virtual panel interview with case-based scenarios. The Assessments aim to confirm that Applicants meet the entry-level competencies to practice dietetics safely in British Columbia.



Describe the accommodation you are requesting. Be as specific as possible.

Provide a description of past testing accommodations granted, if any, including those provided throughout your education program. If previous accommodations were granted during your education program, please provide documentation of this.

Applicant Signature: _____

Date: _____

DECLARATION:

I certify that the above information is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disqualification.

Applicant Signature: _____ Date: _____

Accommodation decisions are communicated as far in advance of the Assessment for Substantial Equivalence sitting as possible.



Appendix B

Form B: Application for Testing Accommodations for Mental or Physical Disability– Related Needs

If you have a permanent disability, a temporary disability, or a medical condition or disorder that may necessitate an accommodation for writing the Assessment for Substantial Equivalence, please complete Section A of this form and forward it to an appropriate regulated health-care professional, who, in Section B, must describe the specific accommodation you need, along with the rationale for this recommendation. The health-care professional is to send the completed form and any indicated supporting documentation directly to the College. Diagnoses may be redacted.

SECTION A (COMPLETED BY APPLICANT)

Name:

Assessment(s):

Accommodation requested:

- Additional testing time:
 - 25% additional time (Knowledge Assessment: 3.75 hours; Practical Assessment: 3.125 hours)
 - 50% additional time (Knowledge Assessment: 4.50 hours; Practical Assessment: 3.75 hours)
 - Other: _____
- Reader
- Break Time:
 - 10-minute mid-assessment break:

 - Other:

Break time provided to the Applicant cannot be used as additional testing time. Once an approved accommodation break has started, the Applicant cannot review previous questions.



The Assessment for Substantial Equivalence is composed of a Knowledge Assessment and a Practical Assessment. The Knowledge Assessment is a 3-hour computer-based multiple-choice exam without a break, administered by remote proctor in a virtual format. The Practical Assessment is a 2.5-hour virtual panel interview with case-based scenarios. The Assessments aim to confirm that Applicants meet the entry-level competencies to practise dietetics safely in British Columbia.

| Disability/Condition | Appropriate health-care professional ² to complete Section B |
|--|---|
| Hearing impairment | Audiologist |
| Vision impairment | Optometrist or Ophthalmologist |
| Learning disability | Psychologist, Psychiatrist or other qualified health-care professional |
| Physical disability | An appropriate health-care professional |
| Attention Deficit Hyperactivity Disorder | Psychologist, Psychiatrist or other qualified health-care professional |
| Psychiatric disorder | Health-care professional must be competent to evaluate and diagnose psychiatric disabilities (Evaluation must have been completed within the last 12 months) |
| Autism Spectrum Disorder | Health-care professional competent in assessing Autism Spectrum Disorders. |
| Brain injury | An appropriate health-care professional |
| Dietary restrictions/allergies | An appropriate health-care professional |

² For completion of Form B, an appropriate regulated health-care professional is one who is qualified to diagnose the Applicant's disability or condition, who has been involved in the Applicant's assessment, and who has sufficient knowledge and expertise to be able to identify what accommodation is needed in relation to the disability or condition. The College reserves the right to seek another expert opinion.

Form B is not required for an accommodation request related to breastfeeding or pregnancy.



SECTION B (COMPLETED BY THE APPROPRIATE HEALTH-CARE PROFESSIONAL)

The purpose of the Assessment for Substantial Equivalence is to assess Applicant competence aligned with the Integrated Competencies for Dietetic Education and Practice (ICDEP) at the same level expected of a student who has successfully completed an approved Canadian dietetics education program. As such, the Assessment for Substantial Equivalence is an important process to support the College’s regulatory functions and mandate of protecting the public.

The Assessment for Substantial Equivalence is composed of a Knowledge Assessment and a Practical Assessment. The Knowledge Assessment is a 3-hour computer-based multiple-choice exam without a break, administered in a virtual format. The Practical Assessment is a 2.5-hour virtual panel interview with case-based scenarios. The Assessments aim to confirm that Applicants meet the entry-level competencies to practise dietetics safely in British Columbia.

We rely on the health-care professional’s expertise to recommend a specific accommodation based on their understanding of the Applicant’s functional limitations and needs associated with the disability.

I have known this Applicant since _____ in my capacity as a _____.

I confirm that I have used my own professional judgment and identified a clear link between the Applicant's disability and how it is addressed in the accommodation. I understand that the purpose of an accommodation is to provide equity, not advantage.

Professional Designation/Title: _____

License Number: _____ Date of Applicant’s last visit: _____



The reason for the accommodation must be current. For example, the accommodation will not be granted for a childhood condition that an Applicant no longer suffers from.

I verify that the Applicant has a diagnosed disability or condition:

- Yes
- No

“Test anxiety” is normally not seen as a disability unless it is a limitation of a more encompassing psychiatric disorder.

- The recognized diagnosis was provided by me
- The diagnosis was recognized by another qualified regulated health-care professional

The approximate date when the disability or condition was first diagnosed and/or identified:

A brief history and description of the functional limitations that prevent the Applicant from writing the assessment in the usual method and/or environment:
(Attach separate letter if needed)

Describe how the functional limitations of the disability or condition impact the Applicant’s ability to write the Assessment for Substantial Equivalence in the usual method and/or environment. This should reflect the Applicant’s current impairment. Requested accommodations must be tied to specific assessment results.



Accommodation requested:

- Additional testing time:
 - 25% additional time (Knowledge Assessment: 3.75 hours; Practical Assessment: 3.125 hours)
 - 50% additional time (Knowledge Assessment: 4.50 hours; Practical Assessment: 3.75 hours)
 - Other: _____
- Reader
- Break Time:
 - 10-minute mid-assessment break:

 - Other:

Break time provided to the Applicant cannot be used as additional testing time. Once an approved accommodation break has started, the Applicant cannot review previous questions.

A description of current treatment plan and why this is not effective in overcoming the functional limitations of the disability or condition, thereby necessitating the above accommodation(s):

Name: _____ Date: _____

Signature: _____

Telephone: _____ Email: _____



Appendix C

Form C: Application for Religious Accommodation

An Applicant who is seeking an accommodation for religious reasons must complete Form C. The accommodation must not interfere with assessing competency. The College must balance the rights of the Applicant with our mandate to protect the public interest and provide a fair, secure, valid, and reliable assessment.

The College will not release copies of the documentation received from an Applicant related to an accommodation request to any third party. The College will collect and share information in accordance with our privacy policies.

You are not required to share information with the College, but if you do not share pertinent details, we may not be able to provide the requested accommodation. Additional information and supporting documentation may be requested.

Name:

ID Number:

Assessment(s):

Accommodation request:

Note: The Assessment for Substantial Equivalence is composed of a Knowledge Assessment and a Practical Assessment. The Knowledge Assessment is a 3-hour computer-based multiple-choice exam without a break, administered in a virtual format. The Practical Assessment is a 2.5-hour virtual panel interview with case-based scenarios. The Assessments aim to confirm that Applicants meet the entry-level competencies to practice dietetics safely in British Columbia.