



Policy Title: Examinations - Accommodations	Replaces former policy: <input checked="" type="checkbox"/> Title: CPBC Examination Accommodations Policy <input type="checkbox"/> N/A
	Date Effective: 2024-06-28
Applies to: Psychology	Last Update: Select date
Contact: Name of Policy Owner	

Policy Statement:

An Applicant to the Designated Health Profession of Psychology (an “Applicant”) may request accommodation for one or more of their registration examinations on the basis of permanent or temporary disability.

Requirements

The Applicant must submit their request in writing to the College no later than 60 days before the date of the exam administration (concurrent to their exam application, if possible) and must provide one of the following:

- Medical documentation (see Appendix A) from a medical doctor, psychologist or other regulated health-care professional who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested; or
- Academic documentation (see Appendix B) from an Accessible Services representative at the post-secondary institution where the Applicant completed their psychology degree(s) indicating the accommodations approved and used during their academic studies.

Documentation of a disability requiring accommodation will be considered current for three years from the date of assessment of a permanent disability and six months from the date of assessment of a temporary disability.

The Applicant is responsible for any costs associated with obtaining documentation.

Limitations

Accommodations for the Examination for Professional Practice in Psychology (EPPP) and Praxis Exam can only be made available if they are consistent with the accommodations



permitted by the exam owners (the Association of State and Provincial Psychology Boards (ASPPB) and Educational Testing Service (ETS), respectively) and can be provided through the testing agencies that administer the exams.

Processing of accommodation requests

In reviewing a request for examination accommodation, the College must balance the rights of the Applicant with its mandate to protect the security, fairness, validity, and reliability of the examination.

The College will base its decisions on the following fundamental principles:

1. No Applicant to the College should be disadvantaged in the examination process due to disability.
2. The College will provide reasonable accommodation fairly and in a manner that respects the dignity and independence of the Applicant.
3. Accommodations will be provided in a manner that ensures that an Applicant receiving an accommodation is not given an unfair advantage in relation to other Applicants completing the examination.
4. The College's duty to provide accommodation will only be limited by considerations of undue hardship and the need to protect the purpose, scope, integrity, and confidentiality of the examinations.

An Applicant requesting accommodation will be advised of the College's decision within 10 business days of the request submission date, unless more information is needed to effectively evaluate the accommodation request.

An Applicant who is granted accommodation for a permanent or long-term disability will not be required to reapply for accommodation for subsequent exam attempts. However, the College may request updated information confirming the continued need for accommodation for an Applicant who was previously granted accommodation for a temporary condition (e.g., recent injury, pregnancy-related conditions), or whose initial accommodation request was submitted more than five years ago.

1. Policy Rationale and Purpose:

The College will consider requests for examination accommodation from Applicants who complete and submit appropriate documentation within the timelines indicated, in accordance with the College's obligations as an "occupational association" under Section 14 of the British Columbia *Human Rights Code* and the principles outlined in this policy.



2. Policy Scope:

This policy applies to Applicants to the Designated Health Profession of Psychology in the registration classes of Registered Psychologist and School Psychologist.

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

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

Medical Documentation

A regulated health-care professional must provide their licence/registration number, their contact information, a medical report for the Applicant, and answers to the following:

1. Please describe the credentials that qualify you to diagnose and/or verify the Applicant's disability or impairment and to recommend testing accommodation(s).
2. What was the date of your last assessment/treatment/consultation with Applicant?
3. What is the nature of the disability or impairment that requires testing accommodation(s)? (Please note that disclosure of a specific diagnosis is not required.)
4. Is this a permanent condition? Yes No

If no, when is the disability or impairment likely to abate?
5. How does the disability or impairment affect the Applicant's ability to perform under standard testing conditions?
6. What accommodation(s) do you recommend the Applicant request to mitigate the disability or impairment within the specific context of their examination(s)?



Appendix B

Academic Documentation

The Accessible Services representative must provide their name and contact information, the relevant academic documentation on file for the Applicant, and answers to the following:

1. Please describe the credentials that qualify you to diagnose and/or verify the Applicant's disability or impairment and to recommend testing accommodation(s).
2. What was the date of your last contact with the Applicant?
3. What is the nature of the disability or impairment that requires testing accommodation(s)? (Please note that disclosure of a specific diagnosis is not required.)
4. What accommodations did the university make available to the Applicant during their psychology degree program(s)? Please indicate whether this was at the Baccalaureate, Master's and/or Doctoral level.
5. How does the disability or impairment affect the Applicant's ability to perform under standard testing conditions?
6. What accommodation(s) do you recommend the Applicant request to mitigate the disability or impairment within the specific context of their examination(s)?