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# **PROCEDURE FOR ADMINISTRATION OF REQUESTS FOR ACCOMMODATION IN DELIVERY OF EXAMINATIONS**

October 2010

## PROCEDURE FOR ADMINISTRATION OF REQUESTS FOR ACCOMMODATION IN DELIVERY OF EXAMINATIONS

### 1.0 Purpose of This Document

This procedure governs administration of requests for accommodation during delivery of examinations under the authority of section 7.0 (Modified Administration of Exams) of **ITA Operations Policy # PA3002, Examinations** and in accordance with **Red Seal Policy Po1510, Special Accommodations on Red Seal Examinations**.

### 2.0 Working Definitions

#### 2.1 Examinations

In the context of this procedure, “Examinations” includes:

- ITA standardized written level or Certificate of Qualification examinations
- Other forms of ITA-approved assessments
- Interprovincial (Red Seal) written and practical examinations

#### 2.2 Candidates Requesting Accommodation

Candidates eligible for accommodation are those who may not be fairly tested under standard administration of ITA examinations, including individuals:

- With documented physical, emotional or learning disabilities; or
- Lacking English-language proficiency and requesting translation services. *Note: Candidates can request French language editions of written Interprovincial examinations.*

### 3.0 Principles

- 3.1 Candidates must have met all ITA requirements for examination and submitted a completed ITA Request for Exam Accommodation form and, where required, supporting documentation and recommendations from a qualified professional.
- 3.2 Examination procedures should enable every examinee *equal opportunity* to demonstrate the knowledge, skills, or competencies being assessed. Special examination conditions must not give a candidate an unfair advantage over other candidates.
- 3.3 Accommodations change the delivery of an examination but must not reduce the validity and reliability of the examination, compromise the integrity of the examination/credential issued or lower achievement criteria in the program standard.

## 4.0 Procedures

- Requests must be received 30 days prior to the scheduled or requested examination date to allow for appropriate arrangements to be made if the request is granted.
- Approved requests for exam modification will be scheduled only at ITA Customer Service or Service BC offices
- If an apprentice requesting an exam accommodation is part of class taking technical training, ITA will attempt to schedule the individual's exam at the same time date and time as the class. Training Providers are required to identify such individuals when submitting the exam request for the class
- Applicants will be informed in writing of the determination
- Requests for reconsideration of denied accommodation will be determined by the Senior Lead, Customer Service.
- Requests for reconsideration of Senior Lead decisions will be determined in accordance with ITA Operations Policy PA3005 – Appeals/Dispute Resolution.

## 5.0 Cheating and Exam Security

To ensure that no prohibited information or assistance is provided, the ITA invigilates all exam session and reserves the right to record and review exam sessions.

## 6.0 Types of Accommodation

### 6.1 *Translation Dictionary:*

- Permitted upon receipt of completed ITA Request for Exam Accommodation form (no requirement for qualified professional recommendation)
- May be used to translate words or phrases from English into the candidate's preferred language. Dictionaries which provide definitions, examples or similar information are prohibited. Invigilator will examine the dictionary before and after the exam to ensure no prohibited information enters or leaves the exam room.
- Use of a dictionary will not result in extra exam time permitted or an additional exam session.

### 6.2 *Large Print Versions of Written Examinations:*

- Permitted upon receipt of completed ITA Request for Exam Accommodation form (no requirement for qualified professional recommendation)
- Use of large print materials will not result in extra exam time permitted or an additional exam session.

### 6.3 *Translator/Interpreter:*

- Permitted upon receipt of completed ITA Request for Exam Accommodation form and signed Translator/Interpreter Declaration form
- Translators/Interpreters must be at least 18 years of age and provide one of the following types of identification:
  - British Columbia Identification Card
  - Canadian Driver's License
  - Canada/US passport
  - Canadian Permanent Residency Card
  - Certificate of Indian Status (Canada)

Before the exam, the invigilator will ensure that the identification provided matches the Translator/Interpreter Declaration submitted to ITA.

- The translator/interpreter must not:
  - Be a certified journeyman or employed in the trade or a related trade
  - Have practical knowledge of the trade
- A translator/interpreter may not assist with the same exam:
  - More than once in any 90-day period
  - If she or he has assisted with that exam for two previous sessions, regardless of when they occurred
  - The translator/interpreter will provide direct translation from English into the candidate's preferred language of the printed questions and answer options from the examination booklet, providing no additional information or interpretation of any kind to the candidate. The translator/interpreter will not assist the candidate in any manner to answer questions or provide prohibited assistance such as performing calculations or measurements, or selecting answers on the candidate's behalf.
- An individual exam session may be extended by one additional hour in recognition of the extra time required for translation.

#### 6.4 *Additional Time:*

- Approved upon receipt of completed ITA Request for Exam Accommodation form and current written verification by an appropriate medical doctor or diagnostic specialist that the candidate's physical, mental, or learning disability places the candidate at a disadvantage regarding fair testing of knowledge and abilities if tested by standard administration. This verification should specifically identify the disability and recommend the type of exam accommodation requested.
  - In the case of a physical or mental disability, verification should be from a medical doctor.
  - In the case of a learning disability, verification should be from a diagnostic specialist (e.g. medical doctor, educational psychologist, or rehabilitation specialist from a public training provider).
- Approved accommodations will result in a time extension of one hour.
- Individual exam session must be scheduled to allow for additional 1 hour exam duration.

#### 6.5 *ITA Approved Reader*

- Approved upon receipt of completed ITA Request for Exam Accommodation form, signed Reader Declaration form and current written verification by an appropriate medical doctor or diagnostic specialist that the candidate's physical, mental, or learning disability places the candidate at a disadvantage regarding fair testing of knowledge and abilities if tested by standard administration. This verification should specifically identify the disability and recommend the type of exam accommodation requested.
  - In the case of a physical or mental disability, verification should be from a medical doctor.
  - In the case of a learning disability, verification should be from a diagnostic specialist (medical doctor, educational psychologist, or rehabilitation specialist from a public training provider).
- Readers must be at least 18 years of age and provide one of the following types of identification:
  - British Columbia Identification Card
  - Canadian Driver's License
  - Canada/US passport
  - Canadian Permanent Residency Card
  - Certificate of Indian Status (Canada)

- Before the exam begins, the invigilator will ensure that the identification provided matches the Reader Declaration submitted to ITA.
- The reader must not:
  - Be certified journey person or employed in the trade or a related trade
  - Have practical knowledge of the trade.
- A reader may not assist with the same exam:
  - More than once in any 90-day period
  - If she or he has assisted with that exam for two previous sessions, regardless of when they occurred
- The reader will read the printed questions and answer options from the examination booklet aloud, providing no additional information or interpretation of any kind to the candidate. The reader will not assist the candidate in any manner to answer questions or provide any prohibited assistance such as performing any calculations or measurements, or selecting answers on the candidate's behalf.
- An Individual exam session may be extended by one additional hour in recognition of the extra time required the use of a reader.
- Only one approved reader may assist the candidate during any exam session.

#### 6.6 *Supervised Rest Periods or Breaks*

- Approved upon receipt of a completed ITA Request for Exam Accommodation form and current written verification by an appropriate medical doctor or diagnostic specialist that the candidate's physical, mental, or learning disability places the candidate at a disadvantage regarding fair testing of knowledge and abilities if tested by standard administration. This verification should specifically identify the disability and recommend the type of exam accommodation requested.
  - In the case of a physical or mental disability, verification should be from a medical doctor.
  - In the case of a learning disability, verification should be from a diagnostic specialist (medical doctor, educational psychologist, or equivalent).
- Approved on a case-by-case basis upon recommendation of an appropriate diagnostic specialist, with the spacing and duration of rest periods or breaks based upon that recommendation.