
ASSESSMENT ACCOMMODATIONS INFORMATION AND ASSESSMENT ACCOMMODATION REQUEST VERIFICATION FORM

Version: 2023-001
Last Modified: April 10, 2023

INFORMATION FOR CANDIDATES

The College is committed to making our licensing exams accessible to all, including persons with an identified need for accommodation, to the extent possible and required by applicable law, including making alternative arrangements for assessment accommodations available to candidates who have provided documented evidence of barriers.

In reviewing accommodation applications, the College must balance the recommendations of a registered or qualified health care professional whose credentials qualify them to diagnose, treat, and provide relevant accommodation suggestions and the rights of the individual applicant with its mandate to protect the public interest through a fair, secure, valid and reliable licensing exam.

DEFINITIONS

An **assessment accommodation** is a change made to an assessment procedure, format or content. It is designed to remove barriers to a fair assessment and allow candidates to fully demonstrate their competency.

A **barrier** is a functional limitation resulting from a disability that can intersect with a testing experience in a way that restricts the candidate's access to the exam.

A **disability** means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment — or a functional limitation — whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.

REQUIRED DOCUMENTATION

Medical documentation must accompany any assessment accommodation requests. The included **Assessment Accommodation Request Verification Form** should be completed by a registered or qualified health care professional whose credentials qualify them to diagnose, treat, and provide relevant accommodation suggestions. Additional medical documentation can be submitted, or may be requested by the College, and should come in the form of a formal written medical report or a detailed letter from the same professional. Medical documentation must be in English or French and must not be older than 3 years. All documentation must include the health care professional's name, title, contact details, licence/association number, and signature.

- An Information for Medical Evaluators section is included in this document.

- Please provide your health care professional with that information along with the verification form for them to complete.
- Please submit the Assessment Accommodation Request Verification Form and any additional medical documentation by uploading them as a single file (PDF) when completing your exam application.
- All requests for accommodation must be received by the application deadline for your intended exam date.

For situations of recent injury and illness which occur immediately prior to the exam date, candidates may apply for accommodations on a shorter timeline. Such requests are an exception to accommodation requests based on disabilities and must be made as soon as possible prior to the exam date; candidates must still submit the **Assessment Accommodation Request Verification Form**. The College cannot guarantee that the accommodations will be approved and met if sufficient time is not afforded to review and implement the accommodation.

ACCOMMODATIONS DECISION

Each request for accommodation will be reviewed on a case-by-case basis. The College is not obliged to accept any determination or accommodation granted to an applicant by any other organization. Accommodations may include and are not limited to readers, scribes, sign language interpreters, access to food or medicine, periodic breaks, or additional time.

The Registration Department will approve or deny all requests made by candidates and, if approved, specify the accommodation for all requests made by candidates. The College reserves the right to reject an accommodation that, in the sole discretion of the College, would jeopardize the integrity, validity and/or security of the exam or that fundamentally changes the nature of the exam. The College reserves the right to deny accommodations if sufficient evidence has not been provided to support the accommodation request, or if the College determines that the accommodation is unreasonable, unnecessary, unwarranted, unjustified or not practically possible.

Any additional time accommodation is specifically to compensate candidates for the time needed to cope with functional limitations stemming from their disability. Assessment accommodations are not intended to provide the candidate with additional time to complete the exam.

Accommodations are not provided to improve exam performance, although candidates may perform better once access barriers are removed. Accommodations are not provided to reduce the inherent stress experienced while taking the licensing exams.

If the applicant has been granted accommodation, the confirmation notice will provide the details of the accommodation. The details of the accommodation itself will be provided to the exam proctor; however, to maintain confidentiality, the College will withhold from the proctor any and all details of the applicant that do not impact their ability to accommodate the applicant. The accommodations for any particular sitting of a licensing exam do not oblige the College to offer the same or other accommodations for future exam administration and does not create a precedent in this regard.

CONTACT INFORMATION

If you have any questions or concerns, please email registration@college-ic.ca.

INFORMATION FOR MEDICAL EVALUATORS

The College of Immigration and Citizenship Consultants is committed to providing reasonable accommodation to make our licensing exams accessible to persons with an identified need for accommodation to the extent possible, including making alternative arrangements for assessment accommodations available to candidates who have provided documented evidence of barriers to the assessment.

What is an assessment accommodation?

An **assessment accommodation** is a change made to an assessment procedure, format or content. It is designed to remove barriers to a fair assessment and allow candidates to fully demonstrate their competency. Accommodations may include and are not limited to readers, scribes, sign language interpreters, access to food or medicine, periodic breaks, or additional time.

Any additional time accommodation is specifically to compensate candidates for the time needed to cope with functional limitations stemming from their disability. Assessment accommodations are not intended to provide the candidate with additional time to complete the exam.

Accommodations are not provided to improve exam performance, although candidates may perform better once access barriers are removed. Accommodations are not provided to reduce the inherent stress experienced while taking the licensing exams.

What are the College's licensing exams?

An exam candidate will be taking the RCIC Entry-to-Practice Exam (EPE), the RISIA EPE, or the Specialization Exam. Candidates do not take multiple exams during the same sitting.

- The **RCIC EPE** is a 3-hour assessment of a candidate's knowledge, skills and judgment in the field of Canadian immigration. The RCIC EPE consists of 135 multiple-choice questions.
- The **RISIA EPE** is a 3-hour assessment of a candidate's knowledge, skills and judgment in the field of international student advising. The RISIA EPE consists of 125 multiple-choice questions.
- The **Specialization Exam** is a 4-hour assessment of a candidate's knowledge, skills and judgment in the field of practice before the Immigration and Refugee Board (IRB). The Specialization Exam consists of 190 multiple-choice questions.

The following points apply to our unaccommodated licensing exams:

- The exams are taken electronically using browser-based software.
- The exams are closed book, and **this will not be altered as an accommodation.**
- Exam-takers remain seated throughout the exam and may not interact with others.
- Exam-takers are permitted to have a clear drink in a clear container.
- There is no food permitted at the exam-takers' desks.
- Exam-takers are permitted bathroom breaks, but the timer is not paused during these breaks.
- There are **no** essay questions, fill-in-the-blanks, etc.

ASSESSMENT ACCOMMODATION REQUEST VERIFICATION FORM

Instructions for the exam candidate: This form must be completed by a registered or qualified health care professional whose credentials qualify them to diagnose, treat, and provide the advice and recommendations below. The professional must have treated, diagnosed, or had some other professional relationship with the candidate within the past 3 years. Submit this form and any attachments with your application.

Instructions for the registered or qualified health care professional: Before completing this form, please read the Information for Medical Evaluators section and confirm which exam the candidate will be writing. Attach additional documents as needed.

Candidate Information		
First Name:	Last Name:	
City:	Province:	
I, _____ (the " Candidate ") consent to the information contained in this form being disclosed to the College of Immigration and Citizenship Consultants.		
Signature:	Date:	
Registered/Qualified Health Care Professional Information		
Name:	Title:	
Organization/Clinic:		
City:	Province:	Postal Code:
Telephone:	Email:	
Disability Evaluation/Assessment		
1. Select which exam the candidate will be writing (only one exam per sitting/form):		
RCIC EPE		
RISIA EPE		
Specialization Exam		
2. Brief description of barriers presented by the individual's disability that impact candidate's ability to perform under standard exam conditions:		
3. Date of onset:		

4. Date of last treatment/consultation with candidate:			
5. By clicking this box, I acknowledge that I have read and understand the Information for Medical Evaluators section above.			
ASSESSMENT ACCOMMODATION RECOMMENDATIONS			
6. Based on your knowledge of this candidate’s disability, which of the following accommodations is/are recommended for the exam?			
Assistance (check relevant options):	Reader	Scribe	Semi-private room
Additional time requested (in minutes or percent of standard time):			
Other accommodation request(s) (please specify):			
7. Please describe how the recommended accommodation(s) relate(s) to the candidate’s barriers and mitigate(s) their impact on the candidate’s exam-taking ability:			
PROFESSIONAL QUALIFICATIONS			
8. Please describe your qualifications/credentials and professional relationship with this candidate which enables you to provide these recommendations for the exam:			
ADDITIONAL INFORMATION			
9. Please provide any additional information relevant to support the application, or list any attachments you are providing, if applicable.			

DECLARATION		
I certify that the information on this form is true and correct to the best of my knowledge.		
SIGNATURE	REG. NO/CERTIFICATION NO.	DATE (DD/MM/YYYY)