



Documentation Guidelines for Testing Accommodations

Note: Your request and supporting documentation must be provided with **each** application form and submitted by the application deadline.

- 1. Functional limitations & relevancy to test.** Your requested accommodation should:
 - provide information about functional limitations in areas central to daily life, i.e. how your condition affects your day-to-day functioning (e.g. life and work)
 - be appropriate to the task and setting. Keep in mind that OEBC administers both a written exam and a clinical skills (OSCE) exam. Accommodations that might be appropriate in one setting may not be appropriate in other settings.
 - be reasonable and intended to provide *access* to the test (NOT to enhance performance or attain a certain desired outcome).
 - not compromise the integrity, security, or validity of the exam or its results.
- 2. Evidence.** You will need to provide documentation or evidence:
 - that your condition is a disability and that due to the disability your functioning is limited; describing symptoms of a disorder or condition is not sufficient.
 - of your functional limitations that would prevent you from accessing the exam without accommodation(s); you should provide a detailed rationale for the accommodation(s) you are requesting.
- 3. Current documentation.** Be sure your documentation is current; your documentation must address current disability access needs on the upcoming exam (written or OSCE). If your documentation is more than 1-2 years old, it is not likely to address current access needs for the OEBC exams.
- 4. Signed.** Where supporting documentation is from a doctor, your employer, or other professional, it should be printed on letterhead and hand-signed by the professional.
- 5. Prior accommodations.** Evidence of previous accommodation approvals by other institutions, regardless of the age of the materials, is helpful to see. However, historical evidence of accommodations use is not sufficient *per se*. We must carefully consider your current functional limitations in the context of the current task and setting, which may be different than the task or setting in which prior accommodations were granted.
- 6. In writing.** All accommodations requests must be made in writing. We do not discuss or accept accommodations requests over the phone.



7. **Deadlines.** Candidates are encouraged to submit their request as far in advance of their exam date as possible, ideally at the time of registration, so that if there is anything missing or unclear about your request, you have sufficient time to provide us with additional information. Accommodations requests should be submitted no later than 90 days prior to your exam date.
8. **Requests.** An accommodation is valid only for one exam. Candidates must submit a new request for accommodation for each exam or administration.
9. **Legibility.** All accommodations requests and supporting documentation should be legible and printed in either English or French.
10. **Workplace accommodations.** It is helpful for you to provide documentation from your employer regarding workplace accommodations that you receive.
11. **Personal statement.** It is helpful for you to provide your own personal statement to explain other activities of daily living that you are limited in doing.
12. **Attention problems.** If your documentation indicates that you have difficulty sustaining your focus and attention over time, and you are requesting longer seat time on the exam, you must explain why this would be appropriate and not contraindicated.
13. **Temporary disabilities.** A temporary disability such as an injury or temporary condition will be considered on a case by case basis.
14. **Assistive devices.** If you use assistive devices such as hearing aids or a wheelchair or any other assistive devices, you must submit a written request for accommodations together with the appropriate documentation (e.g., an official, original letter from a qualified professional).