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## **Accommodation for Examinations: Policy and Process**

### **Purpose & Scope**

The Canadian College of Medical Geneticists (the “**CCMG**”) is committed to meeting its obligations under all applicable human rights legislation in Canada in a manner that is consistent with the core principles of independence, dignity, integration, individualization and equal opportunity.

This policy (the “**Policy**”) applies to all candidates completing an examination administered by the CCMG (“**Candidates**”).

The purpose of this Policy is to:

- a) confirm the CCMG’s commitment to providing Candidates with an environment that is inclusive and free of barriers based on any of the recognized grounds of discrimination under all applicable human rights legislation in Canada;
- b) confirm the CCMG’s commitment to providing appropriate and reasonable accommodations for all Candidates who have a need or needs related to one or more of the recognized grounds of discrimination;
- c) ensure that all Candidates and CCMG staff and representatives are aware of their rights and responsibilities under all applicable human rights legislation in Canada with respect to providing appropriate and reasonable accommodations up to the point of undue hardship; and
- d) set out in writing the CCMG’s procedures providing accommodations and the responsibilities of each of the parties in the accommodations process.

An examination accommodation represents a modification to the standard administration of the examination to address a documented disability, functional limitation or special need. Examination accommodations will be specifically structured so that they do not alter the content or core requirements of the examination, nor affect its validity or integrity.

### **Requests for Accommodations**

1. All requests for accommodations should, whenever possible, be made in writing to the Chair of the Examination Advisory Committee at least 6 months in advance of the examination for which the accommodation is being sought, and should include the following information:
  - a. a signed letter with a detailed description of the Candidate’s need for accommodation, along with a description of the type of accommodation required;
  - b. where appropriate (such as for accommodations related to disability issues), supporting documentation on office letterhead from a qualified and licensed treating professional confirming the need for the accommodation, the Candidate’s functional limitations and the treating professional’s specific recommendations for the

accommodation (documentation that simply identifies a diagnosis is not sufficient to support a request for accommodation);

- c. in the event that the supporting documentation provided in response to (b) above is more than 2 years old, written confirmation on office letterhead from a qualified and licensed treating professional confirming that the prior information and/or recommendation(s) are still valid.
2. Depending on the circumstances, the CCMG may request additional information, as it considers necessary, on a case-by-case basis.
3. Late requests for accommodation (i.e., those submitted less than 6 months in advance of the examination for which the accommodation is being sought) should be made as soon as possible with appropriate supporting information and documentation. The CCMG will make reasonable efforts to process late requests for accommodations but, depending on the circumstances, the CCMG's ability to accommodate may be compromised and the Candidate may be required to defer to a later examination cycle.
4. All requests for accommodation will be taken seriously by the CCMG and no person shall be penalized for making such a request.
5. Accommodations will be provided on an individual basis and depend on the nature and extent of the special requirement, documentation provided, and the requirements of the examination.
6. All decisions with respect to providing accommodation to Candidates will be made by the Chair of the Examination Advisory Committee in consultation with the Candidate. The Chair of the Examination Advisory Committee may, at his or her discretion, consult with members of the Examination Advisory Committee and/or the President of the CCMG, as needed, when determining what, if any, accommodations shall be provided to a Candidate.
7. Decisions of the Chair of the Examination Advisory Committee with respect to what, if any, accommodations shall be provided to a Candidate shall be final.
8. If accommodations are approved for a Candidate, the CCMG shall inform the Candidate making the request of the proposed accommodations and will ensure that appropriate and reasonable measures to fulfill the accommodations are provided (including appropriate notification of the accommodation measures to the Chair of Examinations).
9. All CCMG examinations must be completed in one of Canada's official languages. An inability to understand or use one of these languages is not a basis for an accommodation.
10. The CCMG shall treat all requests for accommodation, and any documentation provided in support of a request, as confidential. Information regarding an accommodation will only be shared with individuals who need to know the information in order to process and/or provide the accommodation.
11. Any accommodations provided to a Candidate are valid for one examination session only. Candidates must submit a new request with supporting documentation for any future examination session.
12. Candidates shall be required to confirm in writing their acceptance of the proposed accommodations.