

Testing Accommodations Policy

What are exam accommodations?

Exam accommodations* are changes to the regular testing environment and auxiliary aids and services that allow individuals with disabilities to demonstrate their true aptitude or achievement level on standardized exams or other high-stakes tests.

Examples of exam accommodations Alberta Environment and Parks (AEP) provides include:

- Extended time;
- Distraction-free rooms;
- Physical prompts (such as for individuals with hearing impairments); and
- Permission to bring and take medications during the exam (for example, for individuals with diabetes who must monitor their blood sugar and administer insulin).

Who is eligible to receive exam accommodations?

- Individuals with disabilities are eligible to receive necessary exam accommodations.
- A substantial limitation of a major life activity may be based on the extent to which the impairment affects the condition, manner, or duration in which the individual performs the major life activity.
- A person with a history of a learning disability.

What kind of documentation is required to support a request for exam accommodations?

AEP will require one or two of the below mentioned documents to determine need for the requested exam accommodation:

- Recommendations or assessment of qualified professionals;
- Proof of past exam accommodations;
- Observations by educators;
- Results of psycho-educational or other professional evaluations;
- Applicant's history of diagnosis;
- Applicant's statement of his or her history regarding exam or testing accommodations.

Applicants may request an examination accommodation for a documented disability. AEP requires the request to include current documentation of the disability from an individual qualified to assess the disability.

The documentation submitted must identify the diagnosis and nature of the disability, the last time the provider saw the applicant, the name of the test used to diagnose the disability, the duration of the condition, and the recommended accommodation. The documentation must be provided by a physician or licensed health care provider appropriate to the disability and submitted on professional letterhead.

*Employers please note: It is not the regulators' call to determine whether an operator requesting exam accommodations can do the job or not. The regulators' focus is ensuring exams are not altered because of the accommodation provided as well as measuring aptitude not competency.