



## Continuing Care Assistant Program

Health Association Nova Scotia  
2 Dartmouth Road, Bedford, Nova Scotia, B4A 2K7  
Telephone: 1 (866) 265-9900 · Fax: (902) 832-8505

**Policy:** **Disability Related Exam Accommodations**  
**Approved by:** **CCC Program Advisory Committee**  
**Effective Date:** **June 25, 2015**

---

### 1. Summary

Eligible to access this policy requires an applicant to:

- 1.1 Be eligible to write the CCA Certification Exam
- 1.2 Have met the minimum entry requirements for the CCA Program as outlined in the CCA Program Curriculum Standards and have a recognized, documented disability-related need
- 1.3 Have disability related accommodation needs that were supported during the delivery of the CCA Program

Provided these conditions have been met, CCAPAC will provide, within reason, accommodations during the sitting of the CCA Certification Exam for applicants who believe the regular sitting of the CCA Certification Exam discriminates against them on the ground prohibited by the *Nova Scotia Human Rights Act* (amended 2008)<sup>1</sup>.

### 2. Scope and Accountability

This policy operates under the direction of the CCA Exam Committee<sup>2</sup> under the parameters set by CCAPAC and adheres to the *Human Rights Act*. This policy's primary focus is for reasonable disability related accommodations for the writing of the CCA Certification Exam, however, can be applied to all other grounds under the *Human Rights Act*.

If the applicant is requesting a disability related accommodation, it must be identified under the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-5)<sup>3</sup> and impact the usual test taking method or environment.<sup>4</sup>

The Education Provider determines accommodations and disability related supports offered during the CCA Program delivery and is responsible for preparing the applicant for job readiness. The CCA Exam Committee determines the accommodations and disability related supports offered during the CCA Certification Exam by determining the eligibility of the applicant to sit the exam.

---

<sup>1</sup> *Nova Scotia Human Rights Act* (amended 2008) is from here on in referred to as the Human Rights Act and can be sourced by visiting: <http://nslegislature.ca/legc/statutes/humanrt.htm>.

<sup>2</sup> CCA Exam Committee is the responsible for the Exam Accommodations Policy and the CCA Program Administration, as the delegate of this committee, operationalizes the Policy, including approving or denying requests for accommodations

<sup>3</sup> *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition* (DSM-5) can be sourced by visiting: <https://www.psychiatry.org/psychiatrists/practice/dsm/educational-resources/dsm-5-fact-sheets>

<sup>4</sup> *Test taking environment* includes sitting quietly at a desk, under florescent lights, with a group of students, handling pen and paper.  
Disability Related Exam Accommodations Policy

### 3. Definitions

- 3.1 Applicant is an individual seeking accommodations for a disability related need (or discrimination).
- 3.2 Sitting of exam is the writing of the exam.
- 3.3 CCAPAC – Continuing Care Assistant Program Advisory Committee (includes delegates)
- 3.4 Exam accommodations – provide exam accommodations to eliminate or reduce the effects of the prohibited discrimination under The Nova Scotia Human Rights Act (amended 2008).
- 3.5 Disability related need covers temporary or permanent disabilities in accordance with the *Human Rights Act*.
- 3.6 Accommodations include:
  - 3.6.1 Separate room: a separate room from the primary test taking environment may be used to accommodate more than one applicant writing
  - 3.6.2 Reader: as requested, questions and selection of possible answers on the exam can be read word for word. Reading is verbatim, no inflections, definitions, translations, interpretations or other supports may be offered.
  - 3.6.3 Scribe: recording of the exam answers may be provided for approved applicants. No inflections, definitions, translations, interpretations or other supports may be offered. As required, the scribe will record answers to questions on the bubble sheet.
  - 3.6.4 Additional time: additional time maybe be offered to approved applicants and will be provided based on historical data and decided on a case by case basis. Currently the average additional time being provided is time and one half (3 hours).
  - 3.6.5 Large Print Exam: the exam may be provided in a larger font for approved applicants and font size will be decided on a case by case basis.
  - 3.6.6 Large Print Answer Sheet: if large print is required by an approved applicant, the option for a scribe will be offered or an enlarged exam bubble sheet may be provided, if available.
  - 3.6.7 Technology (example: Kurzweil, Premier): If the approved applicant used a particular technology during the education delivery and it is available (while maintaining security of exam process) then it will be offered.
  - 3.6.8 Any other accommodations that may be applicable: if there is an accommodation required that is not identified above, the request must be submitted in writing and consideration will be made for the request on a case by case basis.

### 4. Policy

- 4.1 Applicants may request in writing that the CCA Exam Committee provide exam accommodations during the writing of the exam. Options available for accommodations include, but are not limited to:
  - 4.1.1 Separate room
  - 4.1.2 Reader
  - 4.1.3 Scribe
  - 4.1.4 Additional time
  - 4.1.5 Large Print Exam
  - 4.1.6 Large Print Answer Sheet
  - 4.1.7 Technology (example: Kurzweil, Premier)
  - 4.1.8 Any other accommodations that may be applicable
- 4.2 The applicant is responsible for submitting a written request for accommodations to the CCA Program Administration (as the delegate of CCA Exam Committee) a minimum of four months prior to the exam

date. The process for requesting an accommodation is described on the CCAPAC's website ([www.novascotiaccia.ns.ca](http://www.novascotiaccia.ns.ca)). The written request must include the following information:

- 4.2.1 Accommodations – Applicant Form, completed by the applicant outlining what supports are requested and why
- 4.2.2 Documentation of Disability-Related Needs by the applicant's health care provider, examples include:
  - 4.2.2.1 Medical documentation/assessment (current within 1 year of Program commencement)
  - 4.2.2.2 Psycho-educational Assessment (current within 5 years of Program commencement)
- 4.2.3 Accommodations – Education Provider Form, completed by the education provider outlining the supports received during delivery of the CCA Program

The four-month minimum timeline for application may be reduced to a maximum of four weeks in extenuating circumstances related to a recent temporary disability. Evidence of the recent temporary disability must be provided by medical documentation and supported by the education provider.

If CCA Program Administration does not receive all of the requested information, the request for accommodations will be denied. CCA Administration reserves the right to request additional information or clarification.

- 4.3 Receipt of accommodations during the delivery of the CCA Program does not ensure approval for accommodations for the CCA Certification Exam.
- 4.4 If the CCA Program Administration determines that an accommodation is required, the CCA Program Administration will take reasonable efforts, short of undue hardship, to eliminate or reduce the barrier effects of the disability during the sitting of the exam. CCA Program Administration will determine the reasonable accommodations based on the application and the available accommodations.
- 4.5 The applicant is responsible for participating in the accommodations process, which may include providing additional information to the CCA Program Administration and considering alternative accommodations proposed by the CCA Program Administration. If the applicant feels the accommodation offered are unreasonable, they may appeal the decision.
- 4.6 The applicant is responsible for any additional costs associated with the approved accommodations.
- 4.7 The CCA Program Administration will keep all applicant information confidential. CCA Program Administration will only release information to the approved proctor which is necessary for the accommodation process. Without the applicant's consent, the CCA Program Administration will not release copies of the documentation received to any third party.
- 4.8 CCA Program Administration will maintain a separate accommodations file for each year. Each application, including the Applicant Form, the medical information, and the Education Provider Form will be kept in a locked cabinet for a period of 2 years to substantiate the accommodation prior to being destroyed.
- 4.9 If the applicant disagreed with the decision made by the CCA Program Administration the applicant has the right to appeal.

## 5. Procedure

- 5.1 Upon request to CCA Program Administration, the CCA Administration will provide the necessary forms to the applicant in order to apply for Accommodations:
  - 5.1.1 Applicant Form
  - 5.1.2 Education Provider Form
- 5.2 The applicant sends required documentation to the CCA Program Administration including:
  - 5.2.1 Applicant Form which is completed by the applicant outlining what supports are requested and why
  - 5.2.2 Documentation of Disability-Related Need(s) which is completed by the applicant's health care provider. Acceptable examples may include:
    - 5.2.2.1 Medical documentation or assessment by a recognized health care professional (current within 1 year of Program commencement)
    - 5.2.2.2 Psycho-educational Assessment (current within 5 years of Program commencement)
  - 5.2.3 Education Provider Form completed by the Education Provider outlining what supports were offered and why. This provides proof of accommodations received during education delivery.
- 5.3 The CCA Program Administration reviews the relevant information contained in the application, including the Applicant Form, Disability/medical Documentation (if relevant), and Education Provider Form. Decisions are made on an individual basis.
- 5.4 The decision to approve or deny accommodation will be made by the CCA Program Administration and notification in writing to the applicant within two months of the exam date. Rationale will be provided when a request is denied.
- 5.5 If the accommodation is approved, the CCA Program Administration will notify the applicant in writing a minimum of two month prior to the exam writing, to the following:
  - 5.5.1 Applicant
  - 5.5.2 Proctor
  - 5.5.3 Education Provider (if requested)
- 5.6 If the accommodation is denied, the CCA Program Administration informs the applicant in writing, (and the education provider, if requested) including the rationale for denial.
- 5.7 CCA Program Administration will ensure approved accommodations are available and accessible on exam date.
- 5.8 At the end of the exam, the applicant and the proctor are required to verify that the applicant received the agreed upon accommodations. Verification will occur by way of signing the appropriate form. The proctor will sign the Proctor Agreement Form and applicant will sign the Exam Conditions for Accommodations Form.

## 6. Appeals

To appeal the decision, the applicant must submit in writing to the CCA Exam Committee and provide supporting documentation outlining why they are appealing. The supporting documentation must state the reason for the appeal and include any additional, relevant, support documentation/information that the applicant wants to have considered. The CCA Exam Committee will render a decision regarding the appeal within two weeks.

An applicant is allowed to make one appeal, which will be reviewed and decided upon by the CCA Exam Committee. The decision issued by the CCA Exam Committee is final.

## 7. References and Related Documents

- *College of Registered Nurses of Nova Scotia (CRNNS)*- <http://www.crnns.ca/>
- *College of Licensed Practical Nurses of Nova Scotia (CLPNNS)*- <http://www.clpnns.ca/>
- *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5)*- <https://www.psychiatry.org/psychiatrists/practice/dsm/educational-resources/dsm-5-fact-sheets>
- *NSCC Disability Services* - <http://www.disabilityservices.nsc.ca/en/home/default.aspx> • *Nova Scotia Human Rights Act* - <http://nslegislature.ca/legc/statutes/humanrt.htm>.