



Policy number	E-05
Policy name	Examination accommodation
Approved	April 12, 2019
Last reviewed	April 9, 2021
Next scheduled review	Q2 2023

## **POLICY**

Council of the College of Alberta Denturists is required pursuant to section 3(1)(c) of the *Denturists Profession Regulation*, to approve a registration examination in denturism acceptable in matters related to registration as a regulated member. Pursuant to s. 3(1)(c), the College has approved the successful completion of two components:

- ☒ either the College of Alberta Denturists multiple choice question examination (MCQ) or the Canadian multijurisdictional denturist MCQ exam, and
- ☒ the College of Alberta Denturists objective structured clinical examination.

### **Application for accommodation**

If a disability or impairment limits major life activities, a request for special needs accommodation may be submitted in writing to the College of Alberta Denturists. Requests for accommodation must be received by the College at the time of examination application. All requests will be handled on a confidential and individual basis.

Candidates must submit their written request to the Registrar with their application to write the exam. The following documentation must also be included with the application form:

- ☒ a clear statement of the nature of the disability and its severity;
- ☒ a clear statement outlining how the requested accommodation relates to one or both parts of the registration examination;
- ☒ a clear and concise description of the accommodations requested;
- ☒ supporting documentation indicating that similar accommodation was given to the candidate during their education program;
- ☒ supporting documentation from a healthcare or counseling professional that
  - indicates an assessment was done on the candidate
  - describes details of the disability including a diagnosis
  - describes the candidate's current functional limitation
  - supports the request for special needs accommodation; and
- ☒ all medical documentation must be current within six months of the date of application to write the exam.

### **Consideration of the application**

Granting the accommodation request must not compromise the validity and integrity of the certification exam.

All materials submitted by the candidate will be kept confidential by the College.

### **Decision**

The final decision regarding the exam accommodation request lies with the Registrar, in collaboration with the exam committee chairperson.

The College will confirm the decision and any approved accommodations with the candidate as soon as reasonably achievable.

