

Examination and Certification

Request for Examination with Accommodations



the pressure equipment safety authority

June 2019

Table of Contents

- 1. PREAMBLE**
- 2. AVAILABLE ACCOMMODATIONS**
- 3. ACCOMMODATION REQUEST**
- 4. APPLICATION EVALUATION**
- 5. PRIVACY AND CONFIDENTIALITY**
- 6. SUBMITTING YOUR APPLICATION TO ABSA**
- 7. AFTER YOU HAVE SUBMITTED YOUR APPLICATION**

1. PREAMBLE

An accommodation is defined as the process of altering and modifying services to allow accessibility.

This document provides guidance to persons who may require accommodations to complete ABSA examination(s).

Section 4 of the Alberta Human Rights Act states that no person shall be denied goods, services, accommodations or facilities customarily available to the public, or be discriminated against on the grounds of their physical or mental disability.

ABSA recognizes its obligations to accommodate persons with disabilities under the Alberta Human Rights Act and is committed to ensuring that its certification practices meet the needs of all qualified candidates wishing to take an ABSA examination.

Applicants wishing to attempt power engineering examinations, who have either a physical or mental condition which impairs their ability to achieve success on these examinations, may apply for examination accommodations.

All examination accommodation requests are evaluated in accordance with ABSA's internal *Examination Accommodation for Candidates with Disabilities* document.

Accommodation is not a process which lowers standards, or relieves individuals of their responsibilities. Applicants requesting an examination accommodation are still required to meet the requirements outlined in the Alberta Power Engineers Regulation prior to applying for an examination.

2. AVAILABLE ACCOMMODATIONS

ABSA will ensure its policies, procedures and practices for examination accommodations comply with the Alberta Human Rights Act and ABSA's internal *Examination Accommodation for Candidates with Disabilities*.

Examples of the accommodations provided by ABSA include:

- a) A Private Room
 - A separate, quiet room
- b) Extended Examination Time
 - 1.5 times the normal time allocated for the examination
- c) A Reader
 - Examination questions are read out loud to the applicant by an ABSA employee

The use of adaptive technology (i.e. text to speech software) is not permitted for use during examinations.

3. ACCOMMODATION REQUEST

Applicants must provide ABSA with documentation to support their request. Documentation must be on the official letterhead of the individual or organization providing the assessment and/or recommendations. The applicant's disability must be diagnosed by a medical professional who is competent and qualified to assess the specific disability and must include the following information:

- The name and qualifications of the individual performing the assessment to identify or quantify any disability
- The date of the assessment
- The time limit/expiry date for the validity of the assessment (if applicable)
- The recommendations of a health care professional for examination accommodations to address the effects of a disability based on the assessment

Please note: A doctor's note does not constitute a valid form of supporting documentation.

4. APPLICATION EVALUATION

All accommodation requests must be pre-approved by ABSA before the examination candidate schedules/writes an examination. Examination candidates should recognize that the failure to disclose relevant information in advance of an examination may hinder or delay the accommodation process.

ABSA will consider the following when evaluating the application:

- Does ABSA possess the necessary resources required to provide the accommodation?
- Would granting the accommodation impose undue hardship on ABSA?
- Would the accommodation unduly risk health and safety?

5. PRIVACY AND CONFIDENTIALITY

All information obtained by ABSA related to an accommodation request shall remain confidential. All documentation included with this application will be destroyed after the application has been evaluated.

6. SUBMITTING YOUR APPLICATION TO ABSA

Examination candidates are required to submit a completed AB-301 “*Request for Examination with Accommodations*” application form and their supporting documentation to exams@absa.ca.

Requests for examination accommodations **cannot** be made by a third party on behalf of the candidate.

7. AFTER YOU HAVE SUBMITTED YOUR APPLICATION

ABSA will inform the applicant of the status of their request within 5-10 business days of receipt of the application.

Please Note: Submitting an application without the necessary supporting documentation may result in a delay in the processing time of the application.

Applicants with approved accommodations will be required to submit an examination application form and write the exam on the scheduled day as the regular examination sitting.

General Examination Information:

- Examination accommodations are currently only available at the Edmonton office.
- Applicants who require an examination accommodation cannot schedule their examinations online.
- Clients with approved accommodations will be required to submit an examination application form and write the examination on the same scheduled day as the regular examination sitting.
- Examination applications must be submitted a minimum of 21 days prior to the examination date.