



Human Resources  
Professionals  
Association

# HRPA's Exam Accommodations

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# Office of the Registrar 2019 Fall How-To webinar series

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Thursday,  
September 19, 2019

The Validation of Experience Requirement Explained

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Thursday,  
October 3, 2019

Accommodations

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Thursday,  
October 17, 2019

Preparing to write the CKE1 or CKE2: Advice from the Registrar

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Thursday,  
October 29, 2019

Let's Talk Exams

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# Office of the Registrar 2019 Fall Understanding Regulation webinar series

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Wednesday,  
October 9, 2019

HRPA's Appeals Process

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# On-demand webinars

- ▶ Our previously aired regulatory and how-to webinar series can be found on the [Regulatory Webinars](#) page of our website
  - ▶ Listen to recording
  - ▶ Download the power point slides
  - ▶ View the Questions & Answers

# Housekeeping

- ▶ Webinar will be recorded and posted online
- ▶ This webinar is NOT eligible for CPD
- ▶ We will post the transcript of the Q&A online afterwards with the webinar

# Questions Involving Specific Individual Circumstances

- ▶ This webinar is not the appropriate place and time to address specific individual circumstances
- ▶ Sometimes the correct answer depends on details that are not provided with the question
- ▶ Please contact the Office of the Registrar [registrar@hrpa.ca](mailto:registrar@hrpa.ca) with questions involving specific individual circumstances

# Agenda

- ▶ Overview of HRPA's Examinations
- ▶ Purpose and Philosophy of Examination Accommodations
- ▶ Duties and Responsibilities in the Accommodation Process
- ▶ Types of Disabilities
- ▶ Types of Accommodations
- ▶ Process for Seeking Accommodations

# Overview of HRPA's Examinations

## Comprehensive Knowledge Exam (CKE 1)

- 3 ½ hours in length
- 175 questions
- 4-option multiple-choice format
- Delivered via computer-based testing

## CHRP Employment Law Examination

- 3 ½ hours in length
- 110 questions
- 3-option multiple-choice format
- Delivered via computer-based testing

## Challenge Examination

- 2 hours in length
- Combination of multiple-choice and essay-style questions
- Delivered via paper-and-pencil

## Comprehensive Knowledge Exam (CKE 2)

- 5 hours in length
- 250 questions
- 4-option multiple-choice format
- Delivered via computer-based testing

## CHRL Employment Law Examination

- 3 ½ hours in length
- 110 questions
- 3-option multiple-choice format
- Delivered via computer-based testing

# Purpose and Philosophy of Examination Accommodations

- ▶ Candidates with disabilities are individuals who:
  - Have temporary or permanent professionally diagnosed physical impairment, or persistent cognitive, psychological, sensory or learning impairment
  - Believe that they would be considered disadvantaged in relation to other candidates for testing purposes
- ▶ Accommodations are meant to enhance access for a candidate with a disability.
- ▶ Balancing Act: Maintaining Integrity vs. Duty to Accommodate.

# Purpose and Philosophy of Examination Accommodations

- ▶ Factors that are considered when determining whether the examination accommodation is appropriate, but not limited to, are:
  - Whether the disability places the candidate at a disadvantage in the standard delivery of the examination
  - Whether the accommodation(s) alters the skills and abilities that are measured
  - Whether the accommodation(s) provided give the candidate with a disability an unfair advantage over other candidates

# Duties and Responsibilities in the Accommodation Process

- ▶ Duties of the Accommodation Seeker:
  - Make needs known to the best of their ability
  - Participate in the process
  - Answer relevant questions or provide information about restrictions or limitations

# Duties and Responsibilities in the Accommodation Process

- ▶ Responsibilities of HRPAs:
  - Accept requests in good faith
  - Take an active role
    - Following up with the candidate if further clarification or supporting documentation is required
    - Working with Prometric to ensure the accommodations can be implemented
  - Seek expert advice, where required
    - Psychometrician
    - Registrar
    - Prometric

# Types of Disabilities

- ▶ Learning disabilities
- ▶ Auditory impairment
- ▶ Mobility impairment
- ▶ Visual impairment
- ▶ Mental illness or psychological disability
- ▶ Attention Deficit Disorder (ADD) & Attention Deficit Hyperactivity Disorder (ADHD)
- ▶ Brain or head injury
- ▶ Medical conditions

# Types of Accommodations

- ▶ Electronic Reader (Kurzweil, JAWS)
- ▶ Separate Room
- ▶ Additional Time (Time and a Half, Double Time, additional time per hour of testing)
- ▶ Additional Breaks (Stop the Clock Breaks)
- ▶ ZoomText/Larger Monitor
- ▶ Examination broken down into multiple parts
- ▶ Paper-and-Pencil Administration
- ▶ Memory Aid
- ▶ Large Print
- ▶ Personal Medical Devices
- ▶ Medication
- ▶ Food/Snacks/Water
- ▶ Special Lighting
- ▶ Service Animals

# Process for Seeking Accommodations

## Registering for an Examination and the Request for Supporting Documentation

- ▶ When registering for the CKE 1/CKE 2 and CHRP/CHRL Employment Law Examinations, there is a question asking if an accommodation(s) is required – please select ‘Yes’.
- ▶ HRPA will contact the candidate by email to confirm that an accommodation request has been made and request supporting documentation.
  - The Examination Accommodations Request Form will be made available at the end of 2019.
- ▶ When registering for a Challenge Examination, instructions will be sent via email to forward any supporting documentation to Thomas Callitsis ([tcallitsis@hrpa.ca](mailto:tcallitsis@hrpa.ca)) for review and approval. Accommodated candidates for Challenge Examinations will be scheduling their examination at a test centre at a local college or university, and not with Prometric.

# Supporting Documentation and Information to be Provided

- ▶ The request should demonstrate a need for accommodation(s).
- ▶ Supporting documentation should describe each accommodation you are requesting.
- ▶ A specific rationale should be given for each accommodation requested.
- ▶ It is the candidate's responsibility to provide acceptable documentation. If no supporting documentation is provided, HRPA cannot assess your request.

**Note: You are not required to provide a diagnosis.**

# Supporting Documentation and Information to be Provided

## Supporting documentation should:

- ▶ Describe the functional limitations resulting from the disability or disabilities
- ▶ Describe the specific accommodations requested
- ▶ Adequately support each of the requested testing accommodation(s)
- ▶ Be current
- ▶ Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested
- ▶ Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability
- ▶ Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization)

# Supporting Documentation and Information to be Provided

- ▶ Having been granted an accommodation(s) previously is not a guarantee that the same accommodation(s) will be provided for the current examination, as all requests are assessed on a case-by-case basis with reference to the specific conditions and requirements of the designation process.
  - Academic Accommodations vs. High Stakes/Licence/Designation Accommodations
- ▶ Candidates are encouraged to provide information regarding any prior accommodation they have received for a similar disability from another organization or institution.

# Who can Supply the Supporting Documentation

- ▶ The type of documentation and the qualifications required of the professional will depend on the disability or disabilities documented.
- ▶ Individuals with undiagnosed disabilities are strongly encouraged to seek out an appropriate diagnosis.
- ▶ Supporting documentation may come from a variety of professionals:
  - Physicians
  - Medical specialists
  - Psychologists
  - Psychiatrists
  - Speech/language pathologists
  - Case managers with insurance companies
  - Community agencies
  - Workplace Safety and Insurance Board representatives

For more information, please consult HRPA's [Accommodations Policy](#).

# Review of the Requested Accommodation(s)

## Who may be involved:

- ▶ HRPA Staff
  - Exams Specialist
  - Exams Manager
  - Registrar
- ▶ Psychometrician
  - John Wickett, Wickett Measurement Systems
- ▶ Prometric
  - HRPA's Examinations Vendor
  - Handles the proctoring of our examinations
  - Implements the accommodation(s) at the test centre level

# Review of the Requested Accommodation(s)

## Confidentiality

- ▶ Diagnostic information related to a candidate's disability is highly confidential and will not be disclosed to third parties other than HRPA's psychometrician when further review and recommendation is required.

# Important Notes

- ▶ Not every Prometric test centre is equipped to implement every accommodation at every test centre. You may be required to travel to a different test centre outside of your preferred test centre depending on the accommodation(s) requested.
- ▶ HRPA will try to review, approve and work with Prometric to implement the accommodation(s) to the best of our ability. If supporting documentation is not received within a reasonable amount of time, there is a chance that your accommodation(s) may not be implemented in time for your examination.

# Agreement to the Accommodation(s) Granted

- ▶ Once the supporting documentation has been reviewed, and the accommodation(s) requested has been approved, HRPA will email an agreement for the candidate to sign off on to confirm that this is the accommodation(s) that has been granted for the examination that they have requested an accommodation(s) for.
- ▶ Once signed, HRPA will work with Prometric to implement the accommodation(s) and the candidate will be notified to reach out to Prometric's Accommodations Team to schedule their examination.

**Note:** Regardless of the outcome of your examination, the agreement is that the accommodation(s) that has been approved is for the current testing window. Additional supporting documentation may be submitted for future examinations



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Suggestions for webinar topics?  
Feedback?  
[registrar@hrpa.ca](mailto:registrar@hrpa.ca)