

# Accommodations for Registered Students and MQE Candidates With Disabilities

## **POLICY**

The Institute, either directly or through its service providers, will make reasonable and appropriate accommodations for Registered Students and MQE candidates who have disabilities in order to promote their ability to participate as fully as possible in all phases of its Program of Studies and Membership Qualification Exam.

The nature and extent of accommodation shall be consistent with and supportive of the integrity of the curriculum and standards of the Program of Studies and the standards of the MQE.

“Disabilities” for the purpose of this policy is defined as those conditions so designated under the Ontario Human Rights Code in force from time to time, and will in any event include physical, medical, learning and psychiatric disabilities.

## **Process**

1. Registered Students and MQE candidates are responsible for informing the Institute of the need for accommodation by sending a written request to the Director of Education outlining the nature of the accommodation required. This request must be submitted by the beginning of the semester or on application to write the MQE.
2. Appropriate medical, psychoeducational or psychiatric documentation providing confirmation of disability and the accommodation required must be included with the request.
3. Registered Students and MQE candidates who incur injuries or illnesses requiring accommodation after the beginning of a semester or application to write the MQE will be considered to the extent that time and the availability of suitable arrangements allow.
4. The Director of Education will review the request, consulting with the President & CEO, if and as required, and if the request is approved, appropriate arrangements will be made for accommodation.
5. An accommodation that has been approved (other than those for conditions of a non-enduring nature) will continue for subsequent semesters of the Program of Studies or for the MQE.

## **Guidelines**

Types of accommodation may include, but are not limited to:

- Extended time to complete examinations.
- Use of special equipment (computer, etc.).
- Special facilities (to take the examination separate from other examination writers).
- Adjustments to lighting and ventilation.
- Supervised breaks.
- Special seating, wheel chair compatible table.

Board of Directors

February 26, 2015