



# Candidate Accessibility Guideline

Pan-Canadian Entry-Level Examinations for  
Traditional Chinese Medicine (TCM) and Acupuncture

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## INTRODUCTION

The Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) administers credentialing exams that ensure practitioners admitted to the profession have the requisite competencies to practice. CARB-TCMPA commits to providing all examination candidates an equitable opportunity to demonstrate their knowledge and competency in the examination setting.

CARB-TCMPA has prepared this Accessibility Guideline for the Pan-Canadian Examinations (PCE) as part of this commitment. This guideline aligns with the [CARB-TCMPA Accommodation Policy](#) and:

1. Outlines the steps CARB-TCMPA takes to remove barriers to testing.
2. Confirms on what basis a testing accommodation will be considered.
3. Identifies examples of what constitutes a test accommodation.
4. Outlines the policy and procedures for candidates to request accommodation.
5. Confirms the policy and procedures that CARB-TCMPA will follow when considering an accommodation request.

If you have questions about the information contained in this guideline, please contact CARB-TCMPA at [accommodations@carb-tcmpa.org](mailto:accommodations@carb-tcmpa.org).

## COMMITMENT

Accessibility is key to fairness—which is a critical aspect of a defensible credentialing process. CARB-TCMPA commits to creating an equitable examination experience that meets the needs of a diverse profession, while still upholding the standards and requirements of a high-stakes national licensing examination program. CARB-TCMPA:

- Values diversity and an inclusive examination experience.
- Strives for equitable access and participation for all candidates.
- Treats candidates with functional limitations or impairments in a way that supports their dignity and independence.
- Aims to remove and prevent accessibility barriers.
- Empowers people to work together to find solutions.
- Encourages communication about these topics and about available resources.

## ADDRESSING BARRIERS

In designing the credentialing exams, CARB-TCMPA considered ways to remove or mitigate barriers that hinder full and equitable participation in the examination program. This includes participation by those with a functional limitation or an impairment, whether physical, mental, intellectual, learning, communication, or sensory, and those with other needs or limitations pertaining to protected grounds, such as religion.

When possible, CARB-TCMPA extends the benefits of such approaches to all candidates. When not possible, CARB-TCMPA strives to offer these as potential accommodations for those experiencing barriers.

In addition to the steps outlined in this guide, CARB-TCMPA welcomes feedback on other creative solutions or adjustments that do not compromise the intent of the credentialing exams or present a risk to the public interest.

## **LANGUAGE AVAILABILITY**

The Pan-Canadian Examinations are available in English. Through government support and funding, CARB-TCMPA is working towards making every administration of the examinations available in Simplified Chinese and Traditional Chinese. CARB-TCMPA is also working towards offering the examinations in French translation. For updates on the language availability for future examinations, please visit the [CARB-TCMPA website](#).

## **PRIVACY**

Any data gathered for a test accommodation request or for the facilitation of the accommodation will be disclosed solely to individuals who require the information to evaluate and execute the request. All data collected is governed by CARB-TCMPA's privacy policies and protocols.

## **ACCOMMODATION**

Accommodation refers to the process of altering the delivery of the examinations so that it becomes accessible to more people, including persons with disabilities. CARB-TCMPA considers a range of environmental, instructional, and assessment conditions.

CARB-TCMPA acknowledges and is dedicated to fulfilling its obligation to accommodate candidates based on needs or limitations pertaining to protected grounds as stipulated in relevant human rights legislation. Reasonable exam accommodations, substantiated by objective evidence indicating the necessity for such accommodations, will be granted up to the point of undue hardship.

It is essential to understand that the purpose of exam accommodations is not to ensure a favorable outcome or enhance a candidate's performance. Rather, exam accommodations are provided to mitigate the impact of any needs or limitations associated with a protected ground on a candidate's ability to participate equally in an examination alongside individuals who do not have such needs or limitations.

## **CATEGORIES OF ACCOMMODATIONS**

CARB-TCMPA strives to ensure that the Pan-Canadian Examinations are accessible and is sensitive to the fact that the exam administration may present unintended challenges for some candidates.

CARB-TCMPA extends accommodations to mitigate such barriers.

Examples of individual circumstances that, in combination with the examinations' design, might limit a candidate's full and equal participation in the examination include:

- Neurological and Cognitive Conditions
- Mental Health Conditions
- Sensory Impairments
- Physical Disabilities
- Other Disabilities and Support Needs

Additionally, candidates may face challenges related to non-disability circumstances, including:

- Pregnancy
- Religious conviction

## TYPES OF ASSESSMENT ACCOMMODATIONS

Potential accommodations may include, but are not limited to, the following:

- **Modifications in the testing environment.** This category includes all changes made to the test setting and are subject to the policies of CARB-TCMPA's test centres. For example, CARB-TCMPA may allow candidates to have increased opportunity for movement or be assessed separately from others or in a smaller group setting.
- **Modifications to the test format.** This category includes all changes made to the format used to present the test instructions or questions. For example, CARB-TCMPA may provide or facilitate use of a scribe, sign language interpreter, or assistive technology, such as text- to-speech software.
- **Modifications to the response format.** CARB-TCMPA may adjust the way in which a candidate responds to the test questions. For example, CARB-TCMPA may allow candidates to use text-to-speech software, write a paper-based exam, or receive the support of a scribe.
- **Modifications in scheduling/timing.** CARB-TCMPA may accommodate changes in timing or scheduling. For example, CARB-TCMPA may allow candidates to have extended time or take additional breaks.

**Important Note:** While there are time limits associated with all Pan-Canadian Examinations, these limits serve different purposes. In some cases, these limits are to foster a successful practice or for administrative convenience. In other cases, these time limits go to the core of tested competencies.

CARB-TCMPA must carefully review accommodation requests that might alter these evaluation conditions. This includes careful review of requests for added minutes or hours for the PCE multiple-choice question and/or clinical case question components.

CARB-TCMPA recognizes that those requesting necessary accommodation are not requesting relief from their core responsibilities. To protect both individuals and the integrity of the credentialing exams, it is important that, despite any accommodation, candidates still meet all exam requirements.

CARB-TCMPA cannot extend an accommodation that would cause the organization undue hardship or would require CARB-TCMPA to sacrifice its legitimate objectives.

### **SUBMITTING AN APPLICATION**

Candidates must register with the governing body of their regulating province to be registered to write a Pan-Canadian Examination. Furthermore, those requesting testing accommodation must submit an [Accommodation Request Form](#) directly to CARB-TCMPA by the examination application deadline.

**CARB-TCMPA's Application Submission Address:** [accommodations@carb-tcmpa.org](mailto:accommodations@carb-tcmpa.org).

Requests for test accommodations must be submitted directly to CARB-TCMPA to fairly identify and allocate necessary resources, considering potential limitations, and assign candidates to suitable examination locations equipped to meet their specific needs.

Please note that the deadline for both the Pan-Canadian Examination application and testing accommodation requests is the same. Failure to provide necessary supporting documents within this timeframe will result in no accommodation being granted on the examination day. Applications with incomplete paperwork will not be considered, rendering the testing accommodation request inadmissible.

If an accommodation request is denied, CARB-TCMPA will provide a rationale for the decision in accordance with the [Accommodation Policy](#). CARB-TCMPA's decision to deny a request is final.

To review the deadlines for future examination administrations, please visit the [CARB-TCMPA website](#).

## SUPPORTING DOCUMENTATION

CARB-TCMPA requires the following documentation from candidates with their application before the deadline:

1. The Accommodations Request Form, which mandates the candidate's signature and must include:
  - The candidate's contact information, examination name and date, the candidate's regulatory college, and the grounds for accommodation.
  - Any additional details related to the selected ground(s) for accommodation.
  - A description of the *preferred* test accommodation requested (for example, the type of adaptive technology/software needed or the amount of additional time requested).
  
2. Objective evidence to verify the need for accommodation, as outlined below. Supporting documentation will not be accepted from a relative, spouse, or friend of the candidate.
  - **Candidates seeking accommodation related to a disability or medical condition:**
    - A Verification of Candidate's Functional Limitations Form (included with the [Accommodation Request Form](#)). Candidates must complete the consent section of this form and have the remainder of the form completed by a professional that has *consistent* experience interacting with the candidate and their disability or medical condition (e.g., employer, therapist, disability case worker, physical therapist, etc.).
    - While CARB-TCMPA does not mandate a specific diagnosis, if one exists, the Verification of Candidate's Condition Form must present a clear description of the candidate's functional impairment and how the requested modification to the testing environment mitigates this impairment.
  
  - **Candidates seeking accommodation related to an illness, injury, or pregnancy- or maternity-related need:**
    - A Verification of Candidate's Functional Limitations Form (included with the [Accommodation Request Form](#)). Candidates must complete the consent section of this form and have the remainder of the form completed by the registered professional responsible for the candidate's care/treatment (e.g., family physician, surgeon, etc.).
    - While CARB-TCMPA does not mandate a specific diagnosis, if one exists, the Verification of Candidate's Condition Form must present a clear description of the candidate's functional impairment and how the requested modification to the testing environment mitigates this impairment.

- **Candidates seeking accommodation on the basis of religious considerations:**
  - An original, signed letter on official letterhead from a senior member of the candidate’s faith. The letter must identify and verify the necessity of the requested accommodation.
  
- **Candidates seeking accommodation on the basis of family status:**
  - An original, signed letter on official letterhead from a registered professional (e.g., social worker) with knowledge of the candidate’s family status. The letter must identify and verify the necessity of the requested accommodation.
  
- **Candidates seeking accommodation for other reasons:**
  - Candidates must provide objective, documentary evidence to identify and verify the necessity of the requested accommodation. Unsubstantiated applications for accommodation will not be considered. In general, CARB-TCMPA will only consider accommodation applications based on protected grounds under relevant human rights legislation. Candidates with other exceptional circumstances may contact CARB-TCMPA to discuss their individual case.

**Candidates with approved accommodations:**

Upon reaching the examination site, candidates requiring testing accommodations will be provided with a Candidate Declaration Form. It is imperative that candidates carefully review the form and, if satisfied with the provided accommodations, confirm their acceptance by signing it. Should the agreed-upon accommodations not be available at the examination site, candidates must promptly inform CARB-TCMPA.

**Important Note:** Prior accommodation documentation does not guarantee the same accommodations for the Pan-Canadian Examination(s). Each request is individually evaluated based on the specific requirements of the licensing examinations. While details of past accommodations from other organizations may assist CARB-TCMPA in determining suitable accommodations, any approved test accommodations are not automatically applied to subsequent exams. Candidates must submit a new request for each Pan-Canadian Examination application and confirm that their circumstances remain unchanged. Additionally, any outdated documentation must be updated before resubmission. CARB-TCMPA requires supporting documentation to be current within one year of the accommodation request date.

Receiving accommodations from a post-secondary institution does not guarantee the same, or any, accommodations for the Pan-Canadian Examination. The approval of accommodations is solely at the discretion of CARB-TCMPA and follows the policies and procedures of individual test centers. Decisions are made based on the supporting documentation provided.