



College of Paramedics of Manitoba		
Policy Name: EMR Exam Accommodation	Policy Number: AE-1	Total # of Pages: 3
Approval Signature: <i>Original Signed by T. Bergal</i>	Section: Administrative – Education/Examination	
Original Approval Date: October 21, 2020	Last Revision Date:	Next Review Date: October 2023

1.0 **PURPOSE**

The purpose of this policy/procedure is to provide details on procedures required to apply for and access accommodations for the College of Paramedics of Manitoba Emergency Medical Responder Entry to Practice Examination.

Candidates with protected characteristics (e.g., disability, family status, religion) are entitled under provincial human rights legislation to reasonable accommodation in testing arrangements that provide for fair and valid assessment. The College will consider any testing accommodation requests while ensuring the integrity of the Examination and ensuring that the Examination tests the required competencies; that is, the knowledge, skills, abilities, attitudes, and judgments required for the safe and effective practice of an entry level emergency medical responder. The College supports reasonable and appropriate modifications to the EMR Entry to Practice Examination procedure to accommodate candidates under the applicable human rights legislation.

2.0 **DEFINITIONS**

It is anticipated that accommodation requests that the College will receive will primarily be based on the protected characteristic of disability.

Disability:

- Have temporary or permanent professionally diagnosed physical impairment, or persistent cognitive, psychological, sensory, or learning impairment or any condition that is defined as a disability under the relevant human rights legislation.
- Believe that they would be considered disadvantaged in relation to other candidates for the purposes of the Entry to Practice Examination because of their disability.

3.0 **POLICY**

Please note: The accommodations provided should not place a candidate with protected characteristics at an advantage or disadvantage in undertaking the Examination as compared to non-accommodated candidates.

- The candidate must meet all eligibility criteria to undertake the College of Paramedics of Manitoba EMR Entry to Practice Examination.



- Candidates must complete all required forms and meet all other requirements set out in this policy and the College's Examination requirements to have their accommodation requests considered.
- Factors to be considered in determining whether the testing accommodation is appropriate will include, but are not limited to, the following:
 - The presence of a protected characteristic; and
 - Whether the protected characteristic impacts the candidate's ability to complete the Entry to Practice Examination.
- Where necessary, the College will modify the Examination procedures and/or method of delivery to accommodate candidates, while protecting the integrity of the Examination.
- The College will work with candidates to collect the information necessary to determine whether an accommodation request will be granted. Candidates have an obligation to fully cooperate with the College in the accommodation process. A candidate's failure to cooperate with the College may result in a denial of the requested accommodation.
- Candidates are expected to provide a detailed description of the accommodation requested and may be asked to submit supporting documentation, including information from a qualified regulated health professional where the accommodation request relates to disability.
- The accommodation provided by the College may differ from the accommodation requested by a candidate.

4.0 **PROCEDURE**

1. To request an accommodation for the Examination, candidates must complete and submit the CPMB EMR Entry to Practice Examination Accommodation Request form (see appendix 1)
2. Where the accommodation request relates to disability, supporting documentation and information satisfactory to the College must be provided by a qualified regulated health care professional, such as a medical doctor or psychologist, by completing the CPMB Disability Information Form. The qualified regulated health professional must have specific training and expertise with respect to the condition(s) for which accommodation is being requested and be certified or licensed to practice in their field. (see appendix 2)

Requests for examination accommodation are considered on a case-by-case basis.

All costs incurred for accommodation request process are the responsibility of the applicant.



Learning Disability. Accommodations may include:

- Electronic reader (e.g., Kurzweil)
- Separate testing room
- Additional time

Mobility Disabilities or Limited Physical Tolerance. Accommodations may include:

- Use of adaptive technologies such as a recorder (person who will fill in the answers)
- Ensuring testing centre is accessible
- Separate testing room
- Additional time
- Additional breaks

Visual Disabilities. Accommodations may include:

- Large print or screen monitor and/or screen magnification software
- Electronic reader (e.g., Kurzweil)
- Enhanced lighting
- Separate testing room
- Additional time