

## Canadian Career Education College's "Accommodation" Policy

Canadian Career Education College Governs its Policy on "Accommodation" during a vocational program, exam or academic learning.

### Illness During Exams

We know that medical or mental health illnesses may arise during finals. Students who have a medical or mental health illness during the final exam period that significantly impairs one's ability to prepare for or take a final exam may participate in the process outlined below for assistance.

1. Email college administrator or instructor about your Exam absence as soon as possible (provide a date of a missed exam, time of exam and reason for absence)
2. Provide medical documentation that outlines the illness.

Based on the information presented, the Faculty will decide whether the student's ability to prepare for or take the exam was significantly impaired by a medical or mental health illness and if other accommodations can be made.

### Death/Family Emergency

The student must email instructor about the exam absence as soon as possible (provide the date of a missed exam, time of exam and reason for absence)

Based on the information presented, the Faculty will decide on an appropriate course of action that can be agreed upon with the student.

### Accommodations due to Medical Condition/Disability

In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, reasonable testing accommodations will be provided to Candidates with disabilities, in order to ensure equal opportunity and freedom from discrimination.

All disability-related accommodations must be prescribed and approved to the college in advance.

Candidates requesting accommodation are required to submit to the college a current Letter of Support, written on official letterhead and signed by a qualified medical professional:

- Affirming the existence of the disability; and
- Stating the specific accommodations required (including the exact amount of additional time).

Documentation and validation may come from a variety of professionals including physicians, medical specialists, psychologists, psychiatrists, speech/language pathologists, case managers with insurance companies, community agencies, and Workplace Safety and Insurance Board representatives.

Originals, faxed copy, photocopy, or scanned copies of the Letter of Support are acceptable.

Based on the information presented, the Faculty will decide what accommodations can be made.

College may also make a certain determination on the basis of students past academic behaviours and results to assess such needs.

