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## Exam Accommodation for Special Needs and Impediments

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### Special Needs

The College of Family Physicians of Canada (CFPC) will evaluate requests to accommodate special-needs candidates wishing to sit the CCFP or CCFP(EM) examination.

All requests for accommodation of special needs must be clearly indicated at the time of application.

In order to evaluate a special-needs request, the College must receive the following documentation at least 12 weeks prior to the examination date:

1. A written request for accommodation, including a detailed description of the functional limitation(s) and specific details regarding the request, signed by the candidate;
2. An original letter, on office letterhead, from the candidate's fully-licensed practicing physician, clinical psychologist or other appropriate licensed health care provider (the practitioner cannot be a relative or spouse of the candidate) identifying and confirming the existence of the functional limitation(s), the specific diagnosis, the nature of the accommodation requested, and a detailed explanation of why the accommodation is required;
3. Written confirmation from a qualified professional that the disability is still actively being managed if the report is more than two years old.
4. If the candidate has previously been awarded accommodations by his or her university or other medical education program, the candidate must provide a copy of the accommodations as well as authorization for CFPC to contact this organization.
5. Name, qualifications and current contact information (address, email and telephone number(s) for each professional expert who provides documentation.
6. Authorization of the candidate to contact any of the experts who have provided documentation on his or her behalf.

The evaluation will be based on current CFPC examination policies and protocols applicable to all candidates. Factors such as logistics, added costs to the College, human resource availability, maintenance of examination security, and the effect of a particular accommodation on the ability to measure clinical competence are some of the key factors the CFPC may consider in rendering its decision. All decisions of the College are final.

Special-accommodation arrangements approved by the College are not transferable from one examination to another. A new special-accommodation request must be submitted each time the candidate applies to sit a CFPC examination and will be evaluated independently.

### Impediments

In the event of an accident or acute illness that prevents a candidate from sitting the examination, the candidate must inform the College by telephone or e-mail as soon as possible, and provide supporting written documentation from a fully licensed practicing physician, clinical psychologist or other appropriate licensed health care provider (the practitioner cannot be a relative or spouse of the candidate) who provided care to the candidate related to the accident or illness. Retrospective verification will not be accepted.

In the event of any other unforeseen impediment that prevents a candidate from sitting the examination, the candidate must inform the College by telephone or e-mail as soon as possible and provide supporting written documentation. The College will determine, on a case-by-case basis, what verification is required from any source with direct involvement or knowledge of the circumstances in question.

To determine whether an accident, illness or other impediment will be accommodated, the College must receive the following documentation within two weeks (14 calendar days) of the missed examination date:

1. A written request for accommodation and a detailed description of the circumstances leading to the request, signed by the candidate;
2. In the case of accident or illness an original letter, on office letterhead, from the candidate's fully-licensed practicing physician or clinical psychologist (the practitioner cannot be a relative or spouse of the candidate) identifying and confirming the accident or illness, together with verification that the accident or illness was serious enough to warrant missing the examination;
3. In the case of any other impediment, an original letter, on office letterhead, from a source with direct involvement or knowledge of the circumstances in question;
4. A current address and telephone number(s) for the practitioner or person(s) identified in Items 2 and 3 above to clarify details, if required.

The CFPC will evaluate the candidate's request for accommodation based on its current examination policies and protocols applicable to all candidates. Extraordinary cases may be referred to the Board of Examiners for further consideration.

All decisions of the College are final. If special accommodation is granted, the CFPC reserves the right to assign the date, time and location of the subsequent examination. Arrangements for accommodation are valid for one examination sitting specified by the College and are not transferable to subsequent examinations.