



Canadian Veterinary
Medical Association
Association canadienne
des médecins vétérinaires

NEB Exam Accommodations

This accommodation request package is for candidates applying for the BCSE, NAVLE, PSA or CPE through the National Examining Board (NEB).

Please complete the following steps when creating your accommodation request submission:

1. Read the *Guidelines for Accommodation Requests for NEB Examining Process* (pages 2-5).
2. Complete the *Accommodation Request Form* electronically and completely, and sign it (pages 6-9).
3. Send your completed *Accommodation Request Form* and supporting documentation (must be in English or French) to the NEB by email to neb-bne@cvma-acmv.org:
 - at least 60 business days before you plan to take the BCSE;
 - on or before the NAVLE registration deadline (posted on [this page](#));
 - 60 business days before your scheduled PSA and CPE exam dates.

You must submit a new Accommodation Request Form each time you apply for a NEB examination, and you may need to submit new or updated supporting documentation.

4. Instruct your health professional to fully complete the *Health Professional Assessment and Recommendations* form electronically (i.e. not handwritten), and submit the completed form with any supporting documentation (must be in English or French) directly to the NEB (cannot be submitted via you, the candidate) by the deadlines to neb-bne@cvma-acmv.org:
 - at least 60 business days before you plan to take the BCSE;
 - on or before the NAVLE registration deadline;
 - 60 business days before your scheduled PSA and CPE exam dates.
5. The NEB must receive the *Accommodation Request Form*, the *Health Professional Assessment and Recommendations* form, and any supporting documentation by the deadlines listed above for the request to be considered. Requests that are incomplete and/or received after the listed deadlines will not be reviewed or considered.

It is in your best interest to provide the required materials as far in advance of the deadline indicated above as possible. Whenever possible, the NEB will indicate what, if any, additional documentation is required in order to make an informed decision regarding your accommodation request. Your request and documentation will not be returned to you, so please retain copies of everything you submit.

The NEB considers each request individually, based on the information you submit. All requests for exam accommodations are confidential and subject to review and approval. When necessary, the NEB may consult with third-party consultants (e.g., medical, legal) for the purpose of obtaining expert advice in evaluating your request. The NEB may also request additional information from you and/or the health professional(s) overseeing your care. It is your responsibility to participate in the process of supplying sufficient supporting evidence, responding to requests for more information, and meeting deadlines. Additionally, completion of these forms with medical documentation does not guarantee accommodations,





particularly where the information is deemed insufficient. Simply requesting accommodations without an appropriate rationale for the request may delay the process.

Guidelines for Accommodation Requests for NEB Examining Process

The following guidelines are designed to ensure equitable and fair treatment for candidates with documented need for reasonable accommodations in taking the NEB exams. Note that exam accommodations are not related to hotel rooms or other travel accommodations.

Reasonable accommodations are made to afford candidates with disabilities an opportunity, equal to that of non-disabled candidates, to demonstrate the required knowledge and skills tested by the BCSE, NAVLE, PSA or CPE. Of primary concern in determining reasonable accommodations is the extent to which the documentation objectively demonstrates the precise functional limitations imposed by the disability. Any proposed reasonable accommodations should minimize or overcome these limitations without compromising the integrity of the examination or providing the disabled candidate with an unfair advantage over nondisabled candidates.

A disability is defined in the Ontario Human Rights Commission (OHRC) as any degree of physical disability, infirmity, malformity or disfigurement that is caused by bodily injury, birth defect or illness and any mental impairment or learning disability or dysfunction. Individuals meeting the above definition may be considered disabled and eligible to receive reasonable accommodations on the BCSE, NAVLE, PSA or CPE.

Candidates requesting accommodations must provide (at their own expense) written documentation of their disability and how their impairment prevents their equal access to the BCSE, NAVLE, PSA or CPE. Candidates must provide a report from a physician or other licensed professional health service provider who has diagnosed the disability (either initially or for a re-evaluation). A brief listing of the evaluator's qualifications (including degree, licensure, and areas of specialization) should be included either in the evaluation or in a separate written document. The report must state a specific diagnosis (generally providing, if applicable, a DSM-5, DSM-IV, or ICD coding as well); must be current (within the past five years); must describe the specific diagnostic criteria and/or diagnostic tests used, including date(s) of evaluation, test results and a detailed interpretation of the test results; must recommend reasonable testing accommodations; and must provide explanations of how and why the recommended accommodations are justified and necessitated by the functional impairments flowing from the candidate's diagnosed disability. If no prior accommodations have been provided, the report should include an explanation as to why no accommodations were given in the past and why accommodations are needed now. Reports older than five years should not be submitted.

For religious beliefs, candidates must provide evidence indicating their participation in that religion, the length of their participation, and the specific religious beliefs that require accommodation. A letter from a religious guide or leader to assist NEB in understanding their restrictions and potential exam accommodations is preferred.



What accommodations are appropriate?

The decision to grant accommodation and the type of accommodation granted are at the NEB's sole discretion. The accommodation must be appropriate to enhance a person's access to the exam and must consider the particular setting involved

Exam accommodations serve a different purpose between educational settings and certification exams. In educational settings, exam accommodations are provided to support academic success. For certification exams, such as NEB's exams, exam accommodations are provided to give equal and fair access to examinations, allowing candidates with documented functional limitation(s) to demonstrate their competence without giving any advantage over other candidates. Therefore, you should not expect NEB to automatically offer the same exam accommodations you received during your academic studies.

The accommodations you request must also be appropriate for the specific task and purpose of the exam. The purpose of testing accommodations is to provide candidates with bona fide disabilities with access to the exam. For example, if a person with mental health challenges due to past trauma may request extra breaks to practice anxiety-reducing strategies and mentally "regroup" during the test. It is important to note that test anxiety on its own is not considered a disability and most candidates experience some form of test anxiety before and on exam day, experiencing test anxiety is not sufficient to receive exam accommodations.

Objective evidence is required to show that your limitations connected to a protected ground* impact your ability to access a NEB examination under standard conditions. Exam accommodations are provided to minimize the impact of any needs or limitations connected to a protected ground on your ability to equally participate in a NEB examination.

NEB's Duty to Accommodate

The NEB recognizes and is committed to meeting its duty to accommodate candidates based on needs or limitations relating to protected grounds under applicable human rights legislation, including the grounds of disability and religion. Reasonable exam accommodations, supported by objective evidence demonstrating the need for such accommodations, will be provided up to the point of undue hardship.

It is important to recognize that the purpose of exam accommodations is not to guarantee a successful result or to optimize your performance. Rather, exam accommodations are provided to minimize the impact of any needs or limitations connected to a protected ground on your ability to equally participate in a NEB examination alongside other individuals who do not have such needs or limitations.

Assessment of Request for Exam Accommodations

Please note that, after reviewing your request for exam accommodations, the NEB may determine that no exam accommodations are required. Reasons why a request for exam accommodations may be denied include, but are not limited to, the following:

- The request was not linked to a protected ground
- The supporting documentation provided was not sufficient to support the existence of a protected ground and/or a need for exam accommodations
- The supporting documentation did not demonstrate that failure to provide the requested exam accommodations would impose an unfair burden, obligation, or disadvantage based on a protected ground
- The evidence of a disability is not from a regulated healthcare professional licensed to diagnose the disability
- Your request did not contain complete information or sufficient objective supporting evidence, or such information was provided/received after the established deadline
- Objective evidence received that contradicts the information provided by you

If you are not satisfied with the exam accommodations offered, you may appeal the accommodation request decision. Any appeal of an accommodation request decision will be decided by a sub-committee of three (3) members of the NEB.

After you attempt an NEB examination, the NEB will not consider complaints or appeals based on an assertion that the exam accommodations listed in the signed exam accommodations approval letter were not adequate, or that not receiving exam accommodations was inappropriate. Any concerns regarding the sufficiency of the offered exam accommodations must be resolved with NEB in advance of the examination and documented in a signed executed exam accommodations approval letter.

Not receiving exam accommodations is not grounds for an appeal or complaint.

*Protected grounds are: age; ancestry, colour, race; citizenship; ethnic origin; place of origin; creed; disability; family status; marital status (including single status); gender identity, gender expression; receipt of public assistance (in housing only); record of offences (in employment only); sex (including pregnancy and breastfeeding); sexual orientation.

Submission Deadlines

The NEB must receive your *Accommodation Request Form*, the *Health Professional Assessment and Recommendations form*, and any/all supporting documentation (must be in either English or French) by the following:

- At least 60 business days before you plan to take the BCSE;

- On or before the NAVLE registration window deadline;
- 60 business days before your scheduled PSA and CPE exam dates.

It is the candidate's responsibility to ensure that the request form and all supporting documentation is received by the NEB by the deadline. Requests received after the established deadline will not be evaluated for that testing window/testing date(s)/exam session. All submitted documentation will be treated confidentially by the NEB. Accommodations granted are valid for one examination session only. The NEB reserves the right to assign you to a testing centre where the accommodations can be offered. Any additional expenses incurred are the responsibility of the candidate.

Contact the NEB at neb-bne@cvma-acmv.org for guidance if you require assistance with this process.

Emergency Requests After the Submission Deadlines

If you experience a new medical issue, such as an injury or other emergency situation after the exam submission deadlines, you may make an emergency request for medical/assistive/mobility devices or other accommodations by submitting:

- The *Accommodation Request Form* as early as possible before exam day.
- For medical issues, documentation that verifies the medical issue and the need for a medical/assistive/mobility device or other exam accommodation.
- For other issues, supporting documentation where required.

If approved, the NEB will attempt to make appropriate arrangements with the exam centre. If the NEB is unable to make arrangements before exam day, you may attempt the examination without exam accommodations or withdraw without the expectation of a refund.

Requests such as additional testing time, flexible breaks, a separate room, etc. are difficult to accommodate after the above-mentioned submission deadlines even for new or emergency situations.

Request on Exam Day

Last-minute requests for exam accommodations or individual arrangements, made at an exam centre on exam day, will not be accommodated.



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Accommodation Request Form

These items are to be completed by the candidate. Responses should be typed. If extra space is needed for responses, please use a separate sheet.

Section 1 Candidate Information

Last name:

First name and middle name(s):

NEB ID #:

Date of Birth:

Address:

City:

Province:

Postal code:

Country:

Telephone number:

E-mail address:

Section 2 Exam Information:

Select the exam type you are requesting exam accommodations for:

- ☐ BCSE
- ☐ NAVLE
- ☐ PSA
- ☐ CPE





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If you have selected CPE, please indicate which of the following sections you are requesting accommodations for:

- ☐ Anesthesia
- ☐ Equine Practice
- ☐ Food Animal Practice
- ☐ Necropsy
- ☐ Radiographic Positioning
- ☐ Small Animal Medicine
- ☐ Surgery

Have you taken one of these exams before? If so, when?

Section 3 For functional Limitation(s) Relating to Medical Issues:

A) Please see list below relating to the nature of each diagnosed and documented physical or mental impairment which “substantially limits” your ability to participate equally on the selected exam in Section 2 above. Check all that apply:

- ☐ Learning disability
- ☐ ADHD
- ☐ Hearing
- ☐ Visual
- ☐ Psychiatric
- ☐ Other (please specify):





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B) Please identify each qualified professional diagnosing your impairment(s) and the date(s) of diagnosis. Attach all written evaluations of your impairment(s), including date first diagnosed and the opinions of qualified professionals.

Name of Evaluator	Diagnosis	Date Given

C) Please describe your previous history of receiving accommodations and the nature of those accommodations. If you have not received accommodations before now, please explain why you have not needed accommodations in the past:

- High school:
- College/University:
- Veterinary School:
- Other Standardized Examination(s) (e.g. MCAT, GMAT):





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- D) Please describe all real-life activities adversely affected by your impairment(s).
- a. Day-to-day functioning/daily life activities. i.e. not on your ability to take NEB exams
 - b. Work-related activities (if applicable)

Section 4 Exam Accommodations Requested:

- A) What accommodations are you requesting for the exam type you chose on the basis of your objectively-demonstrated functional impairments? Check all that apply and provide a reason for each:
- ☐ extra time (25% for BCSE and NAVLE; extra time for the PSA and CPE will be given for the written documentation parts only)*
 - ☐ Additional break
 - ☐ Separate room (for BCSE and NAVLE only)
 - ☐ Others (please specify):

* Conducting clinical or surgical procedures in a timely manner is an essential requirement of being a veterinarian. Extending time during clinical or surgical procedures would potentially cause risk to the patient (e.g. infection risk, prolonged sedation or anesthesia, etc.).

Note: Due to the length of the standard NAVLE (7.5 hours), accommodations of extended testing time and/or more frequent breaks require two testing days.

- B) Please explain, in detail, why you are unable to access the exam, as compared with most





Section 5 Signature and Date:

I certify that, to the best of my knowledge, the information provided on this *Accommodation Request Form* is true and accurate. I authorize NEB to share my request for exam accommodations and supporting documentation with third-party expert consultants for the purpose of obtaining expert advice in evaluating my request as needed. I may withdraw this authorization at any time, in writing, addressed to the NEB.

Candidate's name (print):

Candidate's signature:

Date:

