

# Exam Accommodations (Exam Writing Supports) Policy (EXTERNAL)

External Policy No. E.04.2022

## Purpose

This policy outlines SkilledTradesBC's requirements for individuals requesting accommodations (exam writing supports) to complete their SkilledTradesBC exams.

## In Scope

This policy applies to accommodations for SkilledTradesBC-administered exams and exam rewrites, including any Standard Level Exams (SLEs) and Certification Exams (Certification of Qualification and Red Seal exams).

## Out of Scope

This policy does not apply to accommodations for exams not administered by SkilledTradesBC.

## Principles

SkilledTradesBC is committed to removing all barriers to allow everyone to participate fully and equally in B.C.'s skilled trades training system, so they may succeed and realize their full potential.

## Policy

For the purpose of this policy, accommodations include supports, methods, and practices that allow individuals to participate as independently as possible when completing an SkilledTradesBC exam.

**NOTE: If you need help in understanding this policy or completing any forms, please contact SkilledTradesBC Customer Service by phone at: 778-328-8700 or toll free in B.C.: 1-866-6606011 or by email at: [customerservice@skilledtradesbc.ca](mailto:customerservice@skilledtradesbc.ca).**

### 1. POLICY STATEMENTS

- 1.1. All individuals are eligible to receive support to complete their SkilledTradesBC exams including:
  - a. pre-exam one-on-one support, including guidance and assistance, learning plans, resources, training options and other recommendations; and/or
  - b. accommodations (exam writing supports) as outlined in Appendix A.
- 1.2. To request exam accommodations, individuals must complete an Exam Application Form

- and submit it in one of two ways:
- a. directly through SkilledTradesBC's website using SkilledTradesBC's portal or webform; or
  - b. by filling out a printed or PDF version of the Exam Request Form and sending it by fax, mail, email, or hand delivery to SkilledTradesBC.
- 1.3. Individuals requesting exam accommodations should do so at least 30 calendar days before their preferred or scheduled exam date.
  - 1.4. Accommodation requests that are submitted less than 30 calendar days before a preferred or scheduled exam date:
    - a. will be considered based on SkilledTradesBC's ability to meet the request; and
    - b. may result in rescheduling the scheduled exam to the next available date if SkilledTradesBC is unable to meet the request.
  - 1.5. SkilledTradesBC may take up to 30 calendar days to schedule an exam if accommodations are requested.
  - 1.6. Once an individual has submitted an exam accommodation request, the request applies throughout the full period the individual is registered with SkilledTradesBC. In addition, individuals may request any additional accommodations by using the methods described in section 1.2 above.
  - 1.7. Individuals who submit an accommodation request may be contacted by SkilledTradesBC to further clarify the request or discuss other available accommodation options.

For assistance, contact SkilledTradesBC Customer Service at the information listed below.

Customer Service

T: 778-328-8700

Toll Free in BC: 1-866-660-6011

[customerservice@skilledtradesbc.ca](mailto:customerservice@skilledtradesbc.ca)

Date Approved: October 25, 2022

## Appendix A – List of Available Accommodations (Exam Supports)

The table below outlines accommodations available to support individuals writing their SkilledTradesBC exam.

Accommodation Option	Description
<b>Blue Paper</b>	The exam is printed on blue-coloured paper, which may have a calming effect or help with reading challenges.
<b>Increased font size</b>	The exam is printed in larger font, which may assist with reading comprehension or impaired vision.
<b>Ruler</b>	The candidate is provided with a ruler, which may help with the interpretation of diagrams, measurements, or equations during the exam.
<b>Earplugs</b>	The candidate is provided earplugs, which may help block out noise and distractions during the exam.
<b>Language dictionary</b>	<p>The candidate is permitted to bring a language dictionary during the exam, that translates words from English to their language of choice. The dictionary may not provide definitions but only direct, word-to-word translations.</p> <p><i>NOTE: The candidate must supply their own language dictionary for use.</i></p>
<b>Sign language interpreter (SkilledTradesBC- or Self-provided)</b>	<p>The candidate may have a sign language interpreter attend the exam to sign the contents of the written exam.</p> <p><i>NOTE: A candidate using a sign language interpreter is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support.</i></p>
<b>Translator (SkilledTradesBC- or Self-provided)</b>	<p>The candidate may have a translator attend the exam and verbally translate the written exam into the candidate's chosen language.</p> <p><i>NOTE: A candidate using a translator is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support.</i></p>
<b>Reader (SkilledTradesBC- or Self-provided)</b>	<p>The candidate may have a reader attend the exam and verbally read the exam to the candidate.</p> <p><i>NOTE: A candidate using a reader is provided a one-hour time extension and a private room to complete their exam. If this option is chosen, SkilledTradesBC will contact the candidate to discuss details of this support.</i></p>

<b>Text-to-speech software (digital reader)</b>	<p>The candidate is provided with an SkilledTradesBC device that contains a text-to-speech software program, which reads aloud the contents of the exam. The candidate can control exam sections which may be read aloud and the speed of the reading.</p> <p><i>NOTE: A candidate using text-to-speech software is provided a one-hour time extension and a private room to complete their exam.</i></p>
<b>Bi-lingual Exam (Red Seal Only)</b>	<p>The Red Seal exam content is printed in French.</p>
<b>Extra time to write an exam</b>	<p>The candidate is provided with a one-hour time extension to complete their exam. A private room may be provided.</p>
<b>Private sitting</b>	<p>The candidate is provided with a private room away from other candidates during their exam.</p>
<b>Other*</b>	<p>A candidate may have unique needs that are not met by the above accommodations, or they may need an accommodation that was used to write a past exam altered for better support.</p> <p><i>See *Note below on how to request accommodations not listed in this table.</i></p>

*If you require any of the above accommodations for your next SkilledTradesBC exam, you may request them by completing section 3 of your Exam Application form.*

*\*NOTE: If you need an accommodation that is not listed above, please indicate “Other” in section 3 of your Exam Application Form. SkilledTradesBC will contact you to discuss accommodation options that meet your specific needs*