

## Training Provider Exam Accommodation Requests Accessibility Resource Centres

Use this form to request scheduling a candidate to write their exam at their training provider's accessibility resource centre. Please note that this form only applies to training providers that have signed a service agreement with SkilledTradesBC to host and invigilate exams with accommodations on campus. Any forms submitted less than 90 days before the requested exam dates cannot be guaranteed.

Please submit completed form to [examrequests@skilledtradesbc.ca](mailto:examrequests@skilledtradesbc.ca)

### 1 EXAM CANDIDATE INFORMATION

SkilledTradesBC Individual ID #	Legal First Name	Legal Last Name	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Email Address	Mailing Address	Phone Number	Date of Birth (MM/DD/YYYY)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

### 2 EXAM DETAILS

Program (Trade) Name	Exam Type	Session ID #	Course End Date
<input style="width: 95%;" type="text"/>	<input type="checkbox"/> CofQ <input type="checkbox"/> Red Seal <input type="checkbox"/> Level ____	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

### 3 TO BE COMPLETED BY TRAINING PROVIDER

Exam Date	Exam Start Time	Location/ Campus	Room number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Invigilator Name/ Reader Name		Is a SkilledTradesBC-provided Reader required?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input style="width: 95%;" type="text"/>		Exam Format Requested    Online <input type="checkbox"/> Paper <input type="checkbox"/>	
Accommodations		Are additional materials required? (please list below)    Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input style="width: 95%; height: 40px;" type="text"/>			

(See SkilledTradesBC's Exam Accommodations Policy for more information: <https://www.skilledtradesbc.ca/policies-and-bylaws>)  
Please review Appendix A on the following page for a list of available Accommodations.

Submitted By	Submitted Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Training provider contacts to be notified of exam confirmation (*please list preferred contact emails below*):

# Training Provider Exam Accommodation Requests Accessibility Resource Centres

## 1 APPENDIX A – LIST OF AVAILABLE EXAM ACCOMMODATIONS (EXAM SUPPORTS)

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

Accommodation Option	Description
Blue Paper	The exam is printed on blue-coloured paper, which may have a calming effect or help with reading challenges.
Increased font size	The exam is printed in larger font, which may assist with reading comprehension or impaired vision.
Straight edge	The candidate is provided a straight edge, which may help with the reading of an exam or blocking of exam questions.
Earplugs	The candidate is provided earplugs, which may help block out noise and distractions during the exam
Language dictionary	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.  NOTE: The candidate must supply their own language dictionary for use.
Sign language interpreter (SkilledTradesBC or Self-provided)	The candidate may have a sign language interpreter attend the exam to sign the contents of the written exam.  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.
Translator (Self-provided)	The candidate may have a translator attend the exam and verbally translate the written exam into the candidate's chosen language. Translators are only permitted to provide oral word-for-word translations.  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. Translators must be supplied by the candidate and the candidate must provide a completed Translator/Reader Declaration form with the application for review. The form can be found at <a href="https://skilledtradesbc.ca/exam-accommodations">https://skilledtradesbc.ca/exam-accommodations</a>
Reader (SkilledTradesBC or Self-provided)	The candidate may have a reader attend the exam and verbally read the exam to the candidate. Readers are only permitted to provide oral word-for-word translations.  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. If the candidate is bringing their own reader, they must provide a completed Translator/Reader Declaration form with the application. The form can be found at <a href="https://skilledtradesbc.ca/exam-accommodations">https://skilledtradesbc.ca/exam-accommodations</a>
Text-to-speech software (Digital Reader)	The candidate is provided with an SkilledTradesBC device that contains a text-to-speech software program, which reads loud the contents of the exam. The candidate can control exam sections which may be read aloud and the speed of the reading.  NOTE: A candidate using text-to-speech software is provided a one-hour time extension and a private room to complete their exam.
Bilingual Exam (Red Seal Only)	The Red Seal exam content is printed in French.
Extra time to write an exam	The candidate is provided with a one-hour time extension to complete their exam. A private room may be provided.
Private sitting	The candidate is provided with a private room away from other candidates during their exam.
Other*	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.