



## **Ontario Association of Veterinary Technicians**

### **NOTICE TO** **RVT ENTRANCE EXAMINATION** **CANDIDATES**

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#### **Candidates with Disabilities**

The OAVT will make such accommodations as do not impose undue hardship to the OAVT, taking into consideration the logistical complexity of the RVT Entrance Examination, and the requirement to maintain the integrity of the examination as an evaluation of entry-to-practice competency.

The OAVT is committed to offering its exams in a place and manner that are accessible to individuals with special needs. When deemed necessary, alternative accessible arrangements under comparable conditions are offered to candidates with special needs.

Candidates who need accommodations for a special need during an exam must provide the following:

1. A written request, together with supporting documentation, to the OAVT Registrar;
2. A completed application for the exam;
3. Full payment of fees.

**The entire application must be received six (6) months in advance of the examination date.**  
**Requests for accommodation of special needs are considered on a case by case basis.**  
**Submit by December 1st if writing in June; submit by July 1<sup>st</sup> if writing in January.**

# **Guidelines for Accommodation of Candidate Special Needs during the RVT Entrance Examination**

## Background

The Ontario Association of Veterinary Technicians (OAVT) will make such accommodations as do not impose undue hardship to OAVT, taking into consideration the logistical complexity of the RVT Entrance Examination, and the requirement to maintain the integrity of the examination as an evaluation of entry-to-practice competency.

## Overview

OAVT is committed to offering its exams in a place and manner that are accessible to individuals with special needs. When deemed necessary, alternative accessible arrangements under comparable conditions are offered to candidates with special needs.

Candidates who need accommodations for a special need during an exam must provide a written request to OAVT at the time of the application for the exam (6 months before the exam date). Documentation must be received with the application for consideration prior to the exam (e.g. educational assessment, physician's letter etc.).

Requests for accommodation of special needs are considered on a case by case basis.

## Specific Procedures

When requested to make accommodation for a candidate with special needs, OAVT Staff will:

1. Deal with each written request on an individual, case-by-case basis.
2. Request a written description of the nature and extent of the candidate's special needs.
3. Request the candidate provide current documentation within a five year period, to describe and verify the candidate's need for the accommodation.

3.1 Documentation for accommodation of medical or cognitive special needs will be provided by a licensed health professional (e.g., physician, psychologist) and will include a diagnosis, results and description of assessments done, the impact on functions related to the examination, the recommended accommodations, and the relationship of recommended accommodations to the functional problems.

3.2 Documentation that the same accommodations have previously been utilized within OAVT Approved College Program.

3.3 Documentation for accommodation of other special needs (e.g. religious needs) will be provided by appropriate individuals as determined by the needs identified (e.g. representative of religious organization).

4. Develop a candidate specific plan for appropriate accommodations.
5. Obtain approval for the accommodations to be offered to a candidate.

5.1 Approval is required from the Registrar for:

- Accommodations that are unlikely to significantly affect the administration of the examination.
- If the documentation is questionable than the document should be sent to an external Psychologist for review and recommendation.

5.2 Approval is required from the Board of Directors of OAVT for:

- Accommodations that could significantly affect the administration of the examination (i.e. those which may substantially affect the consistency or cost of the examination) and which have not been previously approved by the Board of Directors;
- Accommodations where, in the opinion of the Registrar, there are special factors justifying the review of the Board of Directors.

6. Provide the candidate with a written report of the accommodations that will be available and outline the specific plan. If the proposed plan is not acceptable to the candidate, he/she will be encouraged to submit a written request for further consideration by the appropriate person as deemed by the Registrar.

6.1 If the candidate is not satisfied by the accommodations provided by the Board of Directors then an appeal may be filed. All financial responsibilities will be at the total expense of the candidate.

6.1.1 The decision of the Appeal Committee is final.