



Registered Nurses Association  
of the Northwest Territories  
and Nunavut

Page: 1 of 6

Registration Policy

Policy Description: Membership Examination  
Accommodations

Policy Number: R 14

Effective Date: January 2015

Signature

Review Date: January 2018

New Policy  Complete

Revision: Partial  Complete

**Applies To:** Candidates requesting accommodation when writing the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and the Canadian Nurse Practitioner Examination: Family/All Ages (CNPE: F/AA).

**Purpose:** This policy outlines the steps involved in the accommodations process and the role of the NCLEX-RN candidate, RNANT/NU, Pearson Vue, and Assessment Strategies Inc. (ASI) Coordinators. These requirements are in addition to, or in clarification of, those found in the Nursing Profession Act and RNANT/NU Bylaws.

#### Definition of Accommodations:

Reference to any adjustments made to the testing conditions that assists an examination candidate to overcome the impact of a physical or mental condition on their ability to write the examination.

#### Policy:

All NCLEX-RN or CNPE: F/AA examination candidates may request examination accommodations. The following principles guide all aspects of this policy:

- *Equality of opportunity* – Applicants have equal opportunity to demonstrate their competence in nursing without being impeded by disability or other reasons requiring accommodation.
- *Respect for the dignity and independence of each person* – The dignity of each person and their circumstances are respected, with requests for accommodation reviewed and addressed on an individual basis. Applicants are only asked to provide supporting documentation that is reasonably necessary to consider the request for accommodation.
- *Impartiality* – Those involved in processes and decision-making about examination accommodations remain impartial, setting aside any personal attitudes, beliefs, opinions, or biases about examination accommodations and the need for such accommodations.
- *Collaboration in decision making* – All parties involved are to take responsibility and show willingness to explore solutions. Applicants will be consulted when determining the examinations to be provided.
- *Compliance with legislation* – Accommodations are granted in compliance with relevant legislation, including the *Canadian Charter of Human Rights and Freedoms*, the *Northwest Territories Human Rights Act (2002)* and the *Nunavut Consolidation of Human Rights Act (2003)*.



- *Confidentiality of information*- All information included with the request for accommodation is kept confidential, unless otherwise expressly acknowledged, or consented to, but the applicant.
- *Fairness, including due process, in the administration of the examination for all applicants*- Examinations are administered fairly to all applicants, with none given an advantage or disadvantage in the assessment of their nursing knowledge, skill, and judgment.
- *Maintenance of the integrity of the examination, ensuring it is psychometrically sound for all attempts*- Accommodations are granted, providing the integrity of the examination is upheld and its psychometric properties maintained (College of Nurses of Ontario, 2014).

### **Request for Membership Examination Accommodations**

Examination Candidates must indicate on their examination application that they require testing accommodations.

#### NCLEX-RN

- a) Examination candidates are responsible for submitting the following form to RNANT/NU 30 days before the exam write date:
  - *Request for Testing Accommodations: Candidate Application Form.*
- b) The following form is completed by the candidate's qualified health professional and sent directly to RNANT/NU 30 days before the exam write date:
  - *Request for Testing Accommodations: Documentation of Disability Related Needs Form.*

A qualified health professional is a health professional that has known the candidate for a period of time and has been involved in the treatment of their disability (e.g. Nurse Practitioner, Physician, Psychologist, etc.).
- c) Once a candidate's Accommodation Request and supporting documentation have been received by RNANT/NU, RNANT/NU will add the Accommodation Request to the candidate's registration in the NCLEX Administration Website. Accommodation Requests must be submitted **before** a candidate is made eligible in the NCLEX Administration Website.
- d) The diagnosis section on the website is completed as "not disclosed".
- e) RNANT/NU reviews and approves the accommodation; NCSBN does not consider this information when reviewing the accommodation request.



- f) RNANT/NU will make the candidate Eligible for Accommodation in the NCLEX Administration Website.
- g) NCSBN reviews the request and grants, replaces or denies it. NCSBN may contact RNANT/NU if there are any questions or concerns regarding the request.
- h) The ATT email is sent to the candidate. This email specifies that candidates with accommodations must schedule an appointment by calling the Pearson Vue Accommodations Coordinator at NCLEX Candidate Services.
- i) The candidate schedules an appointment with the Pearson Vue Accommodations Coordinator.
- j) The candidate takes the exam with accommodations. If the candidate was granted accommodations, he/she must test with those accommodations. The candidate cannot decide after arriving for the exam that he/she no longer required the accommodations.

CNPE: F/AA

- a) Examination candidates are responsible for submitting the following forms to RNANT/NU 60 days before the exam write date:
  - *Testing Accommodations: Candidate Application Form,*
  - *Testing Accommodations: Candidate Declaration Form.*
- b) The following form is completed by the candidate's qualified health professional and sent directly to RNANT/NU 30 days before the exam write date:
  - *Testing Accommodations: Documentation of Disability-Related Needs Form.*

A qualified health professional is a health professional that has known the candidate for a period of time and has been involved in the treatment of their disability (e.g. Nurse Practitioner, Physician, Psychologist, etc.).
- c) The following form is completed by RNANT/NU and submitted to Assessment Strategies Inc. (ASI) 30 days before the exam write date:
  - *Testing Accommodations: Regulatory Authority Form.*
- d) The following form is completed by the person named to be a recorder or reader for the candidate 30 days before the exam write date:



- *Testing Accommodations: Security Declaration for Recorders and Readers.*

### **Approval of Testing Accommodations Requests**

Testing Accommodations are individualized and considered on a case-by-case basis.

- a) For NCLEX-RN candidates, Pearson Vue's *NCLEX Administration Manual Chapter 3: NCLEX Testing Accommodations* will be used by RNANT/NU as guidelines for the process of granting testing accommodation requests.
- b) For CNPE: F/AA candidates, the Assessment Strategies Inc. (2012) *Testing Accommodations for Candidates with Disabilities Manual* will be used by RNANT/NU as guidelines for the process of granting testing accommodation requests.

### **Test Accommodations**

#### NCLEX-RN

NCSBN works with Pearson Vue to provide reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations.

Test accommodations may include:

- A separate testing room,
  - Extra testing time,
  - A Reader or Recorder,
  - A Sign language interpreter.
- a) RNANT/NU will provide the names of Readers who have been chosen by RNANT/NU in advance to Pearson Vue – one from the Northwest Territories and one from Nunavut. Pearson Vue will provide orientation and guidelines for Readers; Reader's responsibilities are outlined in the NCLEX Administration Manual. Readers and other Assistive personnel will be financially compensated as per the guidelines in the NCLEX Administration Manual.
  - b) Comfort Aids are items that the candidate may require during the examination that do not require an Accommodation Request. Comfort Aids that the candidate may bring into the Testing Center (Medicine & Medical or Mobility Devices) are listed in the NCLEX Administration Manual.
  - c) Comfort Aids that must be provided by the Testing Center are:
    - Earplugs
    - Noise Cancelling Headphones
    - Tissues/Kleenex



CNPE: F/AA:

ASI works with RNANT/NU to provide reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations.

Test accommodations may include:

- A separate testing room,
  - Extra testing time,
  - A Reader or Recorder,
  - Mechanical enlarging/magnifying equipment,
  - Electronic version of test for use with voice output software (e.g. Kurzweil),
  - Special lighting,
  - Large print test book and/or large print answer sheets,
  - Oral/sign language interpreter,
  - Special timing with frequent breaks.
- a) If required, RNANT/NU will provide the name of the Reader (from NT or NU) to ASI. Guidelines for selection of readers and their responsibilities is outlined in ASI's Testing Accommodations for Candidates with Disabilities Manual. Readers and other Assistive personnel will be financially compensated as per the guidelines in the Manual.

**Cost of Testing Accommodations**

There is no additional cost to examination candidates for testing accommodations for either the NCLEX-RN examination or the CNPE: F/AA. Pearson Vue is responsible for all costs associated with testing accommodations for NCLEX-RN candidates. RNANT/NU is responsible for all costs associated with testing accommodations for CNPE: F/AA candidates. When costly accommodations are required, ASI will assist RNANT/NU to determine alternative accommodations or cost-saving strategies.

**Conditions and Exceptions:** none

**Authority and Accountability:**

The policy is issued under the authority of the RNANT/NU Board of Directors and is governed by the NWT Nursing Profession Act (2004) s11 (1) (zd), Nunavut Nursing Act (2004) (2), Bill 4 – NWT Health Information Act (2014), NWT Human Rights Act (2002), and the Canadian Charter of Rights and Freedoms (1985).

The Board of Directors has the authority to revise this policy as required. The Registrar is accountable to the Board of Directors, and ultimately to the membership, for the implementation of this policy and may delegate any related administrative tasks.



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Page: 6 of 6

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**History:**

This policy replaces:

Registration Policy R13: Examinations – General Provisions

**References:**

College of Nurses of Ontario. (2014). *Examination Accommodations Policy*. Retrieved from:  
<http://www.cno.org>