

**NATIONAL DENTAL HYGIENE
CERTIFICATION BOARD**



**THE NATIONAL DENTAL HYGIENE CERTIFICATION
EXAMINATION (NDHCE)
TEST ACCOMMODATIONS POLICY & PROCEDURE**

Revised in June 2021

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NDHCE Test Accommodation Policy

1. Accommodation refers to any modification of the testing conditions on the National Dental Hygiene Certification Examination that is necessary under human rights laws to allow a candidate to overcome a barrier to equitable participation on the examination that is caused by personal circumstances (i.e., disability and religion). For example, persons with disabilities are permitted to use supports to access the exam offered by the National Dental Hygiene Certification Board.
2. The purpose of testing accommodations is to allow all candidates a fair opportunity to demonstrate their knowledge without jeopardizing the integrity or validity of the examination results or otherwise causing undue hardship on the NDHCB.
3. Administration of the examination under special conditions will not be granted to candidates whose mother tongue is neither English nor French for the sole reason that their native language is one other than English or French.
4. The NDHCB will release information to any third party regarding the type of accommodation provided with the written permission of the candidate, such as the site coordinator, exam proctor(s), exam provider or regulator. However, the NDHCB may be required by law to release this information to other parties without the candidate's consent.
5. Both the candidate and the NDHCB are responsible to participate fully and in good faith to reach an accommodation that does not cause undue hardship. This requires the candidate to disclose sufficient information, in a timely way, to establish entitlement under human rights law and to document the need for an accommodation that will alleviate the barrier to full participation that would otherwise result. After submitting a written request for accommodation, the candidate may be asked to provide additional information to the NDHCB and to consider alternative accommodations proposed by the NDHCB. If necessary, the NDHCB may require identification of the diagnosis, and the link between that diagnosis and the barriers and possible accommodation measures, in order to provide an appropriate accommodation.
6. The candidate should make a request for accommodation at the first available opportunity. The failure to do so may reduce the candidate's entitlement to accommodation at the examination in question or on appeal of an examination attempt.
7. A new accommodation request (including Form A and Form B, if required) and appropriate documentation must be made with every examination application. An approved accommodation for a previous exam attempt does not guarantee it will be approved for subsequent attempts.

NDHCE Test Accommodation Procedures

1. Candidates requesting accommodations must submit Form A (the Testing Accommodation Candidate Application Form) to the NDHCB upon registration for the NDHCE.
2. If the candidate requests accommodation due to a disability, current supporting documentation is required. The candidate must either:
 - a. Arrange for the dental hygiene school/institution to forward directly to the NDHCB information related to testing accommodations that were provided within the past two years, OR
 - b. Arrange for a regulated health care professional to directly forward to the NDHCB Form B (Testing Accommodation – Documentation of disability related needs) dated within the past 12 months. The form confirms that a disability exists, as diagnosed by a regulated health professional qualified to make such a diagnosis, that it presents a barrier to the candidate's full participation on the examination, and specifies an accommodation of the testing conditions that would alleviate this.

If a candidate requests accommodation due to reasons other than a disability, the candidate will also be asked to submit supporting documentation dated within the past 12 months.

Fully completed Forms A and B, as well as supporting documentation, must be sent to the NDHCB by the exam registration deadline. Any incomplete documentation or requests received after the registration deadline may result in accommodations that cannot be met due to a lack of time prior to the examination. The candidate is responsible for any costs related to any supporting documentation.

3. All requests are reviewed by the Chief Executive Officer or delegate, and the candidate may be contacted for follow-up. The NDHCB reserves the right to request verification from either the dental hygiene school/institution; signatory of any supporting documentation; or an independent health care professional. Decisions are made on an individual basis.
4. Criteria for consideration of accommodations include:
 - a. The supporting documentation is current and complete;
 - b. The candidate has a diagnosed disability or other circumstances that demonstrate entitlement to accommodation under human rights laws;
 - c. A clear link is shown between the functional impact of the candidate's personal circumstances and the accommodation that is proposed to alleviate that impact
 - d. Exam integrity is preserved, and there is no unfair advantage over other candidates; and,
 - e. The NDHCB is able to provide the necessary resources to implement the accommodation.

5. If accommodation is approved, the NDHCB shall inform both the candidate and the exam administration vendor in writing of the testing accommodation. Some examples of types of accommodations that may be provided include:
 - Extra time
 - Extra breaks
 - Separate or semi-private room
 - Reader (e.g., text to voice technology)
 - Scribe¹
 - Equipment such as: specialized seating, height-adjustable table, footrest, adapted writing devices
 - Assistance from the candidate's service animal
6. If the accommodation request is denied, the CEO or delegate informs the applicant in writing, including the rationale for denial.

¹ A scribe is an individual who will sit with the candidate throughout the examination and read questions and answers aloud. The scribe will not reword or rephrase questions and answers – this is not an accommodation provided for professional licensing examinations.