



## Canadian Adult Education Credential (CAEC) PEI Accommodations Request Form



**Accommodations** are targeted supports for candidates that have a medically diagnosed condition or learning disability. To review and determine approval of requested accommodations, we require documentation from a Certified Professional stating a specific diagnosis with a specific recommendation(s) for accommodations, and the accompanying rationale. Accommodations are approved on a case-by-case basis.

**Universal supports** are built into the CAEC test and available for all testers. No accommodation is needed for the following 3 items: Screen colour overlay, Zoom feature and Screen text highliner/line reader.

### Section 1: Personal Information and Release of Information

Last Name	First Name	Middle Name	
Date of Birth (MM-DD-YYYY)		Age	
Mailing Address	City	Province	Postal Code
Telephone Number	Email Address		

### Section 2: Special Arrangements and Accommodations

*Special Arrangements and/or Accommodations are supports that a candidate may request with reason by providing a doctor's note or supporting documentation, identifying the test taker's current functional limitations related to a diagnosed medical condition or learning disability that might affect the test-taker's ability to take the tests under standard conditions. Supporting documentation must be clear, so that the rationale for the request can be properly evaluated.*

*Examples of accepted supporting documentation include the following: Letter or report from a General Practitioner, Letter or report from a Specialist Physician Practitioner, psychoeducational assessment, letter, or report from a diagnostician specializing in learning disabilities (i.e. a psychologist with educational or developmental training, an Occupational Therapist, a Speech Pathologist etc.)*

**Please identify the accommodation(s) required to support your medical condition or diagnosed learning disability.**

*NOTE: Certain accommodations are only available at specific Testing Centres. Not every Testing Centre can offer all forms of accommodations.*

- ☐ Extended Time
- ☐ Private Room
- ☐ Supervised Breaks (specify frequency in minutes): \_\_\_\_\_
- ☐ Dictation (speech-to-text) + private room
- ☐ Audio (text-to-speech) + headphones

☐ Additional time (maximum double time)

☐ Other: \_\_\_\_\_

*Please note, for documentation to be considered in the accommodations request:*

- *The report must be completed by the Certified Professional and indicate certification or licensure*
- *The report must be on official letterhead and signed by the Certified Professional*
- *The report must provide a diagnosis with supporting documentation of the medical condition or learning disability*
- *Documentation will be viewed as sufficiently current if it has been completed within the last 5 years (older documentation may be considered if that is all that the test-taker can provide without undue burden or expense)*

***Please provide any additional information you wish to be considered when this request for accommodations is reviewed.***

*Release of information:* I grant permission to school officials and my healthcare provider(s) to release my education-related records and/or my medical or psychological records to the PEI CAEC Administration and its designees in connection with my request for testing accommodations.

*Scheduling:* I understand that accommodated testing cannot be scheduled until my accommodations are approved. If I schedule or write a test before receiving approval, it will result in using 1 of 3 test attempts for the calendar year.

### ***Privacy Information***

Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15-01 as it relates directly to the Canadian Adult Education Credential (CAEC) program and is necessary for determining your request for an Accommodation. If you have any questions about this collection of personal information, you may contact the PEI CAEC Administrator at [CAEC@gov.pe.ca](mailto:CAEC@gov.pe.ca) or 902-368-4650.

Please email the form and the required supporting documentation to: [CAEC@gov.pe.ca](mailto:CAEC@gov.pe.ca) **For more information, please call (902) 368-4650.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
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