



Policies and Procedures for Examination Accommodations

Accommodations for Test Takers with Disabilities

NCCPA complies with the Americans with Disabilities Act (ADA) and is committed to providing reasonable and appropriate accommodations for examinees with documented physical or mental impairments that substantially limits one or more of the major life activities. Accommodations may also be approved for examinees with documented qualifying medical conditions that may be temporary or are not otherwise covered by the ADA, including those that require the use of medical devices or medication during the examination.

An individual is not substantially limited in a major life activity if the limitation does not amount to a significant restriction when compared with the abilities of the average person. Non-specific diagnoses such as individual learning styles, learning differences, academic problems, computer phobias, slow reading, and test difficulty or anxiety in and of themselves do not constitute a disability or impairment.

The decision as to whether a medical condition that is not covered by the ADA is a “qualifying medical condition” for purposes of an NCCPA examination is at the sole discretion of NCCPA.

Accommodations are provided on an individual basis and depend on the nature of the disability or medical condition and documentation provided. NCCPA will make reasonable efforts to provide the requested accommodations to examinees **provided the functional impairment has been demonstrated through documentation, the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test, do not jeopardize examination integrity and security and do not result in an undue burden to NCCPA.**

To help ensure the integrity of NCCPA examinations and fairness to all candidates, all examinations are only available on a computer at an authorized test center. (In 2019 and 2020, NCCPA will conduct a pilot for an alternative to the PANRE, which will be administered electronically but not in authorized test centers.) Accommodations cannot be made to the actual content of the examination. A full range of available accommodations are considered to assist examinees with disabilities or qualifying medical conditions.

Examination Accommodations

NCCPA examination applicants may request [accommodations](#) for the examination by completing the online Special Testing Accommodations form which is part of the online examination application and submitting the required [supporting documentation](#). The completed online form will serve as a signed, written request.

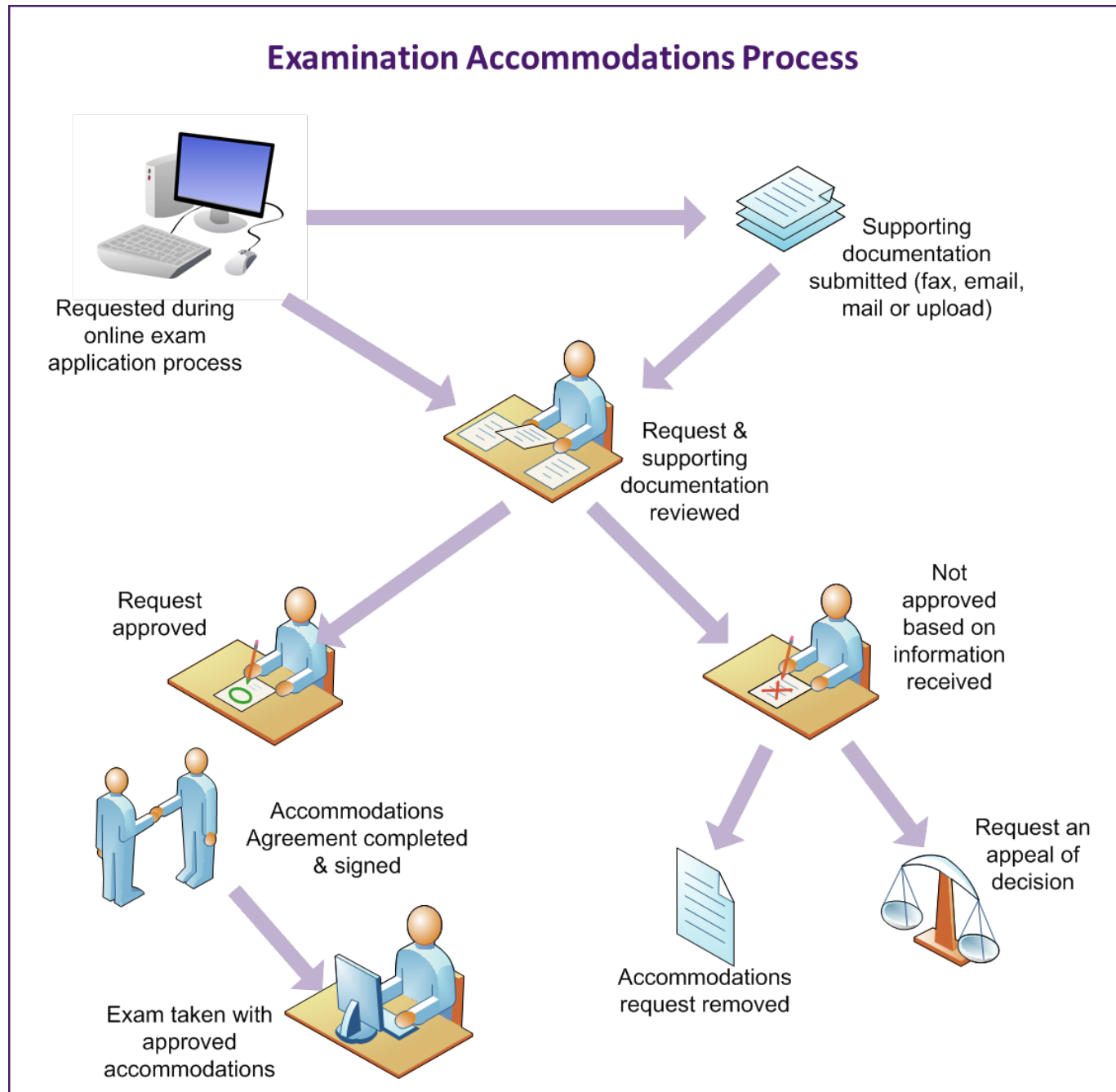
All requests for examination accommodations are strictly confidential and documentation submitted in support of the request is used solely for the purpose of evaluating the request. Failure to provide NCCPA with the appropriate [supporting documentation](#) in a timely manner will cause a delay in the review process and your ability to schedule and take the examination.

An examinee may request more than one accommodation; however, [supporting documentation](#) is required for each requested accommodation.

The accommodation request process includes:

- PA requesting the accommodation(s) during online application process
- PA submitting the required [supporting documentation](#)
- NCCPA reviewing the request and supporting documentation
- PA and NCCPA continuing activities as needed to consider adjustments to the accommodations or review of additional documentation to support the request
- NCCPA providing the PA with an Accommodations Agreement
- PA returning the signed Accommodations Agreement to NCCPA

Examinees cannot schedule their exam nor can the examination be administered until the process described above has been completed.



Most Common Accommodations

For PANCE, PANRE and CAQ administrations, the most common accommodations approved and provided by NCCPA based on the requests and required documentation received are detailed in the table below.

Note regarding accommodations for the Alternative to PANRE – A Pilot Program: Due to the format of the pilot that allows for flexible scheduling and remote administration of the assessment, the only available accommodation for the Pilot Alternative to PANRE is extended testing time. PAs requesting an extended testing time for the pilot may be approved for time and a half or double time to answer each exam question. The ability to enlarge the font and adjust the contrast will be included as part of the functionality in the exam delivery system.

Accommodation	Description
Extending Testing Time	<p>The following timing accommodations are available:</p> <ul style="list-style-type: none"> ➤ Time and a half (50% more testing time) ➤ Double Time (100% more testing time) <p>Extended time applies only to the examination sessions. It does not apply to the tutorial or break time.</p> <p>In some cases, extended testing time for PANCE and PANRE will result in the examination being administered over two days. The two examination dates may not be scheduled with more than ten (10) days between them.</p> <p>The exam delivery section of this document provides details on timing accommodations that require testing over two days.</p>
Frequent/Additional Break Time	Ability to take a break more often than every 60 minutes and/or increased break time from 45 minutes to 75 minutes for each testing day.
Separate Testing Room	<p>Separate testing room within the test center</p> <p>A separate room is required if the candidate is approved for an accommodation that provides for the ability to move around during the exam or to have a reader for the exam.</p>
Reader	Experienced individual familiar with medical terms to read the examination to the examinee. If a reader is requested and approved, an accommodation of a separate room is also required.
Medical Device	<p>Medical devices or comfort aids not on the approved Auxiliary Aids Not Requiring Special Accommodations list</p> <p>If an insulin pump or continuous glucose monitor includes an accompanying remote-control device, the remote-control device may not be taken into the testing room unless the candidate has applied for and has been approved for this accommodation.</p>
Enlarged Font	Ability to increase the size of the font
Adjustable Contrast	Ability to adjust the computer screen contrast
Adjustable Work Station	<p>Work station with adjustable height settings</p> <p>The height setting can only be adjusted prior to beginning the examination. This accommodation is primarily used to adjust the work station height to accommodate for the use of a wheelchair.</p>

Several auxiliary/comfort aids are permitted without the need to request special accommodations. A list of these auxiliary/comfort aids is available on the [Pearson VUE website](#).

Examination Delivery by Accommodation

The schedule for an examination with accommodations of additional examination time and/or frequent/additional breaks depends on the examination and specific approved accommodations.

The following tables outline the examination schedule based on the approved extended time and/or frequent break accommodations.

PANCE

PANCE Timing Accommodation	# of Blocks per day	# of Items per Block	Total # of Items	# of Minutes per Block	# of Minutes per day of Break Time	Tutorial Time (mins)	Total Test Time Including Breaks
PANCE without accommodations (1 Day)	5	60	300	60	45	15	6 hours
Frequent Breaks Only – Two Day Exam							
PANCE Frequent Breaks (Day 1)	5	30	150	30	75	15	4 hours
PANCE Frequent Breaks (Day 2)	5	30	150	30	75	0	3 hours 45 min
Time and a Half – Two Day Exam							
PANCE Time and a Half (Day 1)	5	30	150	45	45	15	4 hours 45 min
PANCE Time and a Half (Day 2)	5	30	150	45	45	0	4 hours 30 min
PANCE Time and a Half w/ Freq Breaks (Day 1)	10	15	150	22.5	75	15	5 hours 15 min
PANCE Time and a Half w/ Freq Breaks (Day 2)	10	15	150	22.5	75	0	5 hours
Double Time – Two Day Exam							
PANCE Double Time (Day 1)	5	30	150	60	45	15	6 hours
PANCE Double Time (Day 2)	5	30	150	60	45	0	5 hours 45 min
PANCE Double Time w/ Freq Breaks (Day 1)	10	15	150	30	75	15	6 hours 30 min
PANCE Double Time w/ Freq Breaks (Day 2)	10	15	150	30	75	0	6 hours 15 min

Alternative to PANRE: A Pilot Program

Alternative to PANRE: A Pilot Program Timing Accommodation	# of Questions per Quarter	Additional Time to Complete Each Question
Time and a Half		
Alternative to PANRE Time and a Half	25	50% More Time
Double Time		
Alternative to PANRE Double Time	25	100% More Time

PANRE

PANRE Timing Accommodation	# of Blocks per day	# of Items per Block	Total # of Items	# of Minutes per Block	# of Minutes per day of Break Time	Tutorial Time (mins)	Total Test Time Including Breaks
PANRE without accommodations (1 Day)	4	60	240	60	45	15	5 hours
Frequent Breaks Only – One Day Exam							
PANRE Frequent Breaks (1 Day)	8	30	240	30	75	15	5 hours 30 min
Time and a Half – One Day Exam							
PANRE Time and a Half (1 Day)	8	30	240	45	45	15	7 hours
PANRE Time and a Half w/ Freq Breaks (1 Day)	8	30	240	45	75	0	7 hours 30 min
Double Time – Two Day Exam							
PANRE Double Time (Day 1)	4	30	120	60	45	15	5 hours
PANRE Double Time (Day 2)	4	30	120	60	45	0	4 hours 45 min
PANRE Double Time w/ Freq Breaks (Day 1)	8	15	120	30	75	15	5 hours 30 min
PANRE Double Time w/ Freq Breaks (Day 2)	8	15	120	30	75	0	5 hours 15 min

CAQ Examination (Time and half is not available for CAQ Examinations)

Timing Accommodation	# of Blocks per day	# of Items per Block	Total # of Items	# of Minutes per Block	# of Minutes per day of Break Time	Tutorial Time (mins)	Total Test Time Including Breaks
CAQ without accommodations (1 Day)	2	60	120	60	15	15	2 hours 30 min
CAQ Frequent Breaks (1 Day)	4	30	120	30	30	15	2 hours 45 min
CAQ Double Time w/ Freq Breaks (1 Day)	4	30	120	60	45	15	5 hours

Required Supporting Documentation

Appropriate supporting documentation of a disability or qualifying medical condition from a qualified medical professional must be submitted to NCCPA.

A qualified professional is someone with the credentials, training, and expertise to diagnose the reported disability. The primary relationship of the attesting professional to the individual must be that of a treating medical professional to a patient; there must be no familial, intimate, supervisory or other close relationship between the qualified professional and the individual requesting the accommodation(s).

The documentation must

1. Be on **letterhead**, typed in **English**, **dated** and **signed** and include the **name, title, and professional credentials** of the qualified medical professional.
2. Contain contact information including **address, telephone number, and/or e-mail address** of each professional providing documentation.
3. Include the **date of assessment** upon which each professional's report is based.
4. Include a **detailed description of the medical, psychological, educational, and/or cognitive functioning tests that were conducted**, the results of those tests and a comprehensive interpretation of the results.
5. The name of the **specific disability or medical condition** and a description of the **specific impact on daily life activities and day-to-day functional limitations to major life activities** including a history of the impact of the disability on academic functioning if the disability is due to a learning disability or attention deficit/hyperactivity disorder (ADD or ADHD).
6. The specific examination accommodations that are recommended and how each will compensate for those limitations and reduce the impact of identified limitations.

NCCPA reserves the right to request further verification, if necessary, of the evaluating professional's credentials and expertise relevant to the diagnosis.

In addition to the referenced required supporting documentation above, if the applicant has received prior examination accommodations in an educational setting or for other standardized examinations, documentation of these should be submitted to NCCPA.

Review of Requested Accommodations

NCCPA will consider requests for examination accommodations following receipt of an examination application and all required documentation in support of the request. When reviewing examination accommodation(s) requests, consideration will be given to requests that are reasonable, do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test, do not result in an undue burden to NCCPA, and for which supporting documentation has been received. While documentation of prior approved accommodation(s) in an educational or academic institution or other testing organizations will be considered, approval of such does not in and of itself guarantee approval of the requested accommodation(s).

It is not unusual for NCCPA to contact the candidate or the qualified medical professional from whom the documentation was received to obtain additional information. Failure to provide NCCPA with the appropriate

supporting documentation in a timely manner will cause a delay in the review process and your ability to schedule and take the examination. NCCPA reserves the right to request further verification, if necessary, of the evaluating professional's credentials and expertise relevant to the diagnosis.

The applicant will be sent a notification of NCCPA's decision regarding the requested accommodation(s). If accommodations have been approved, the notification will be in the form of a *Special Accommodations Agreement* indicating the accommodation(s) that has/have been approved. **The applicant must sign the Agreement and return it to NCCPA by the date indicated within the Agreement. The application for an applicant requesting examination accommodations will not be complete until the signed agreement is received by NCCPA.**

If the request for accommodation(s) has not been approved, the applicant will be notified of the basis for that decision. Applicants who are not satisfied with this decision may request a formal appeal by mailing a written, signed letter, and supporting documentation to the address listed on the front page of the guidelines to the attention of the Review and Appeals Department. Appeals of ADA accommodation decisions must be accompanied by clear rationale and supporting documentation. The appeal procedure applies only to requests for accommodations due to disabilities or medical conditions as defined under the ADA.

Application for Subsequent Test Accommodations With NCCPA

A prior history of diagnosis or medical condition and approved accommodation(s), without demonstration of a current need, does not in and of itself warrant the provision of an accommodation. Approval of a request for an accommodation will not automatically be based on the same accommodation previously approved by NCCPA. Each request and approval of same is dependent upon the diagnosis or medical condition and need for the accommodation as well as the length of the examination being taken.

- For each examination application, the applicant must request accommodations and complete the online Examination Accommodations Request form.
- If previous documentation has been submitted for the same disability or medical condition, NCCPA will review that documentation along with the new Examination Accommodations Request Form. Based on changes to the ADA guidelines and required documentation, changes in the nature or extent of the disability and/or additional or different accommodations requested, NCCPA may contact the applicant for additional or more recent documentation.
- If there is a change in the nature or extent of the disability or medical condition and if additional or different accommodations are being requested, please indicate this on the Examination Accommodations Request Form. Applicants will be required to submit documentation supporting the new request.

Cancellation or Withdrawal of Accommodations Request

All requests for the cancellation or withdrawal of an accommodations request must be submitted to NCCPA in writing.

If the applicant requests the removal of any or all accommodations request prior to approval of the request, NCCPA will remove the accommodations request and proceed with the processing of the examination application.

Should an examinee request the removal of any or all accommodations for the PANCE, PANRE or CAQ examinations only, after approval of the accommodation it may be necessary to withdraw the examination application resulting in the cancellation of scheduled examination date(s), if applicable, and submission of a new examination application.

Revised December 4, 2017



CERTIFICATION OF PRIOR TEST ACCOMMODATIONS

This form must be **completed by an academic institution or PA program official responsible for student disability services**. The completed form should be submitted to NCCPA as soon as possible to facilitate a timely review of the accommodation request. This form need only be completed once for each applicant.

Please type or print.

Applicant's Name: _____

NCCPA ID #: _____

1. I, _____, hold the position of _____.
(Printed Name) (Title)

2. I certify that _____ officially approved and provided the
(Name of Institution)

following accommodation(s) for the above applicant beginning on _____.
(Month/Year)

3. Accommodation(s) provided:

4. Reason for provision of accommodation(s):

Printed Name: _____ Date: _____

Signature: _____ Phone Number: _____

Please mail, email, or fax the completed form to NCCPA

Specialaccommodations@nccpa.net

Fax: 678-417-8135

National Commission on Certification of Physician Assistants

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