



SPECIAL ACCOMMODATIONS REQUEST FORM

Paragon Testing Enterprises recognizes its responsibility to provide test takers with disabilities and health-related considerations full access to any CAEL Assessment through reasonable and appropriate accommodations.

Individuals with documented disabilities that will impact their ability to take a CAEL Assessment under standard testing conditions can request accommodations. As Paragon Testing considers each request on a case-by-case basis, submit your request prior to registration. Please submit your request to specialaccommodations@prometric.com. We cannot guarantee accommodations for any registrations made prior to approval from our office.

Medical documentation **must** accompany any Special Accommodation Request Form. This medical documentation can come in the form of a formal written medical report or a detailed letter from a medical professional qualified to diagnose, treat, and provide relevant accommodation suggestions. Medical documentation must be in English and should not be any older than five years. The report or letter must include the following:

- The professional's name, title, contact details, license/association number, and original signature.
- Date of initial examination and any subsequent follow-up.
- The nature of the medical diagnosis/disability.
- A detailed explanation of the functional impact of the disability.
- Affirmation that the medical professional has reviewed any/all parts of the relevant CAEL Assessment and that they are familiar with its format and difficulty.
- Relevant accommodation suggestions, along with a detailed rationale for each accommodation requested.

Attached to this document is the Guidelines for Medical Evaluators. Please provide your medical professional with these pages as it may aid them in drafting your medical documentation.

Please submit the Special Accommodation Request, medical documentation, and any subsequent documentation at the same time. To speed up the process, please attach the Request Form and Medical Documentation as two separate documents rather than one large one. Please submit all requests as early as possible as wait times are dependent on multiple factors. Special Accommodation Requests can take up to two months to schedule.

If you have any questions or concerns, please email specialaccommodations@prometric.com.

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Please fill out the Special Accommodation Request Form list below to the best of your abilities and in as much detail as possible. Remember to submit the Special Accommodation Request Form along with your medical documentation and any subsequent documents. As we assess each request on a case-by-case basis, we require a separate Special Accommodation Request Form for each test registration.

Email all submissions to specialaccommodations@prometric.com.

PERSONAL INFORMATION

NAME:

STREET ADDRESS:

CITY: PROVINCE: POSTAL CODE:

PHONE NUMBER:

E-MAIL ADDRESS:

NATURE OF DISABILITY

- ☐ Blindness/Visual Impairment
- ☐ Deaf/Hearing Impairment
- ☐ Physical Disability & Chronic Health Conditions
- ☐ Learning Disability
- ☐ Other

DESCRIBE THE NATURE OF YOUR DISABILITY, ACCOMMODATIONS REQUESTED AND RATIONALE
FOR EACH ACCOMMODATION

TEST TAKER'S SIGNATURE

DATE: (DAY/MONTH/YEAR)

SPECIAL ACCOMMODATIONS REQUEST FORM

GUIDANCE FOR MEDICAL EVALUATORS — I

Paragon Testing Enterprises recognizes its responsibility to provide test takers with disabilities and health-related considerations full access to any CAEL Assessment through reasonable and appropriate accommodations. In order to arrange these specially accommodated tests, Paragon relies on the aid of certified medical specialists to recommend the most appropriate accommodations.

What is a CAEL Assessment?

The CAEL Assessment is a 3.5 hour Assessment of an individual's reading, writing, listening and speaking proficiency. The CAEL Assessment is comprised of two parts. The Written Assessment which contains the Reading, Listening and Writing test components. And the Oral Language Test which contains the Speaking component. The CAEL Test can be take online or at a test centre.

The Written Assessment is a computer-based, typed test. Test takers remain seated through the duration of the test and may not interact with those around them. There is no food or drink permitted at the test takers' desks. While we do permit bathroom breaks, test takers will not be allotted extra time for these breaks. The Oral Language Test is a computer-based test. Test takers will be provided with a headset and a microphone. Test takers are required to listen to prompts in order to answer test questions orally. There is no food or drink permitted at the test takers' computer stations. Test takers are encouraged to use the bathroom before or after the Oral Language Test. Bathroom breaks during the test are discouraged as the Oral Language Test software cannot be paused and will continue to run.

For more information please go to our website: cael.ca/test-format/

What We Require

Medical documentation must accompany any Special Accommodation Request Form. This medical documentation must come from a medical professional qualified to diagnose, treat, and provide relevant accommodation suggestions. The report or letter must include the following:

- The professional's name, title, contact details, license/association number, and original signature.
- Date of initial examination and any subsequent follow-up.
- The nature of the medical diagnosis/disability.
- A detailed explanation of the functional impact of the disability.
- Affirmation that the medical professional has reviewed any/all parts of the relevant CAEL Test and that they are familiar with its format and difficulty.
- Relevant accommodation suggestions, along with a detailed rationale for each accommodation

SPECIAL ACCOMMODATIONS REQUEST FORM

GUIDANCE FOR MEDICAL EVALUATORS — II

Possible Accommodations

Paragon Testing Enterprises strives to find and provide the most appropriate accommodations for test takers wishing to take a CAEL Assessment. As a computer-based, timed test, there are some limitations to what accommodations are possible. Below are examples of commonly requested accommodations:

- Private Room
- Additional time (25%, 50%, 100%)
- Scheduled breaks
- Drinks and/or water in test room
- Reader
- Scribe

When recommending specific accommodations, please remember to give a detailed explanation of how the accommodation relates to the specific functional limitation(s) of the test taker. If the test taker has multiple conditions that require accommodations, make sure to clearly state both the condition and explanation for each accommodation separately.

Questions or Concerns

If you have any questions or concerns, please do not hesitate to get in contact with us. You can email us at specialaccommodations@prometric.com.

We ask test takers to Please submit all requests are early as possible as wait times are dependent on multiple factors. **Please submit the Special Accommodation Request, medical documentation, and any subsequent documentation at the same time. To speed up the process, please attach the Request Form and Medical Documentation as two separate documents rather than one large one.**