

## **Accommodation Request Form**

Students may request accommodation in the Bar Admission Course (“BAC”) on the basis of a condition arising from an enumerated ground under the *Human Rights Act, 2010*, SNL 2010, c. H-13.1. Students intending to make a request should review the *Policies and Procedures for Accommodations in the Bar Admission Course* (the “Policy”) carefully before submitting any materials.

It is the student’s responsibility to obtain all required forms and supporting documentation and to ensure that the Education Committee receives them by the deadline specified in the Policy. All forms must be fully completed and signed, where applicable, before being submitted to the Law Society by mail or email.

Accommodation requests will not be approved where the required documentation is incomplete or insufficient.

### **Personal Information**

Student Name:

Mailing Address:

Telephone:

Email:

### **Description of Grounds for Accommodation**

In this section, please identify the ground(s) upon which you are seeking accommodation. Select all of the following boxes that apply:

- Disability due to a Cognitive and/or Psychological Condition
- Disability due to a Physical and/or Medical Condition
- Pregnancy- or Maternity-Related Need
- Temporary Physical Impairment or Condition
- Creed (including Religious Observance)
- Family Status
- Other:

Please provide any additional details relating to the selected ground(s) in the space provided. You must supply sufficient information to establish the need for accommodation(s) and to describe the accommodation(s) requested.

The Law Society treats all accommodation-related information as strictly confidential and uses such information solely for the purpose of assessing the request and, where accommodation is approved, implementing the approved measures.

If you are requesting accommodation on the basis of a Disability - which, for the purposes of this Form, includes a medical condition or a pregnancy- or maternity-related need - you will be required to provide medical confirmation that a Disability exists. You will not generally be required to disclose a specific diagnosis or detailed medical information unless such information is reasonably necessary to assess and implement appropriate accommodation.

You may choose to provide additional information, including a specific diagnosis, if you wish to do so.

### **Description of Accommodation Requested**

In this section, please describe any specific accommodation(s) you are requesting. Be as specific as possible. For example, if you are requesting additional writing time to complete a BAC examination, indicate the amount of additional time you are requesting.

### Requirements for Supporting Documentation

If you are requesting accommodation on the basis of a Disability - which, for the purposes of this Form, includes a medical condition or a pregnancy- or maternity-related need - you must submit a completed *Supporting Documentation Form for Medical Professionals Recommending Accommodation* in support of your request.

A student who relies on subsection 2(c)(ii), (iii), or (iv) of the definition of “Disability” under the Act and seeks additional writing time for a BAC examination must also provide a current psychological or psycho-educational assessment report. This requirement is in addition to the Supporting Documentation Form.

The psychological and/or psycho-educational assessment report should identify the diagnosed impairment, describe its impact on the student’s functioning, and address the severity of the condition and current treatment, where relevant. The report must clearly explain how the student’s functional limitations arise from the diagnosed impairment and how those limitations affect the student’s ability to complete the examination within the standard time. The report must provide a measurable and reasoned basis for any recommendation of additional writing time.

Any recommendation for additional writing time must specify the precise amount of additional time requested and explain why that amount is necessary to accommodate the student’s Disability.

You may also choose to provide additional supporting documentation, including:

- A recent letter from your law school or the National Committee on Accreditation (“NCA”) listing any accommodations previously provided; and/or
- A letter from the Law School Admission Council (“LSAC”), if accommodations were provided for the LSAT.

**Please Note:** Evidence of prior accommodation is relevant but is not determinative. A previous accommodation does not guarantee that the same accommodation will be granted in the BAC. All requests are assessed on a case-by-case basis having regard to the specific requirements and conditions of the BAC. However, information regarding prior accommodation for a similar Disability may assist the Education Committee in determining appropriate accommodation.

### Agreement and Undertaking Regarding Bar Admission Course Accommodation

By executing and submitting this Form, I acknowledge and agree as follows:

1. If I am granted examination-related accommodation in the BAC, I may write an examination at a different time, in a different location, or under conditions that differ from those applicable to other candidates.

2. I acknowledge that such accommodation may create a risk of unfair advantage or compromise to the integrity of the examination process if examination content or related information is disclosed.
3. In consideration of being granted accommodation, I undertake that I will:
  - a) maintain strict confidentiality respecting the accommodation and any examination questions, content, materials, format, timing, or related information that is not generally available to all candidates and that becomes known to me by virtue of my accommodation, and will not disclose, directly or indirectly, any such information; and
  - b) comply with all instructions provided by the Law Society relating to the administration of the examination and my accommodation.
4. I understand that this undertaking survives completion of the examination and continues to apply thereafter.
5. I understand that any breach of this undertaking constitutes a breach of Rule 6.12 of the Law Society Rules and may result in disciplinary or other action.

### Consent

By signing below, I consent to the disclosure, transmission, and review of information provided in or with this Form, as well as information contained in my file at the Law Society, to Law Society staff and members of the Education Committee who require such information for the purpose of assessing my request for accommodation and, if accommodation is approved, implementing the approved measures.

If I have submitted documentation from my law school, the LSAC, or the NCA, I consent to the Education Committee contacting the originating organization for the limited purpose of clarifying that information.

Where applicable, I consent to the completed *Supporting Documentation Form for Medical Professionals Recommending Accommodation* being submitted directly by my medical professional to the Education Committee. I further consent to the Education Committee contacting the medical professional for the limited purpose of clarifying information provided in support of my request.

This consent may be withdrawn or amended in writing at any time, except to the extent that action has already been taken in reliance on this consent.

### Student Confirmation

I confirm that the foregoing accurately describes the circumstances giving rise to this request for accommodation. I acknowledge that it is my responsibility to promptly inform the Education Committee of any change in my condition or in my accommodation requirements.

**Electronic Signature**

This document may be executed by an electronic signature, which may include a person's digital signature or a person's typed name in the space provided below, and such signature shall have the same effect as a handwritten signature. If the signature is a typed name, the document should be delivered from an email account associated with the person signing in this fashion.

**Signature**

**Date**