

Guidelines for Exam Accommodations

The Academy of Internal Medicine for Veterinary Technicians (AIMVT) is committed to the concept of exam accommodations by ensuring access to persons with disabilities in accordance with relevant law and documented need by providing for reasonable accommodations. The following guidelines are designed to ensure equitable and fair treatment by providing an opportunity for all candidates to demonstrate their proficiency on the AIMVT Certification Exam.

Detailed information on the US Department of Justice testing accommodations as they pertain to the Americans with Disabilities Act (ADA) can be found here:

https://www.ada.gov/regs2014/testing_accommodations.html

Reasonable Accommodations

Reasonable accommodations will be made to afford candidates whose disabilities will otherwise place them at an unfair disadvantage while testing. If a candidate has a disability or medical condition they believe requires an adjustment to standard testing conditions, an application for accommodation should be submitted to the testing Academy.

Accommodations are considered only to the extent necessary to give candidates a fair and equal opportunity to demonstrate their mastery of skills and attainment of knowledge. The Americans with Disabilities Act (ADA) defines a person with a disability as “any person who (a) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (b) has a record of such impairment, or (c) is regarded as having such an impairment.” Individuals fitting this description may be considered disabled and eligible for reasonable accommodations.

A temporary disability, such as broken bone, for example, is not considered a disabling condition under the ADA. Nevertheless, candidates having a temporary disability that may hinder their equal access to testing may request a courtesy adjustment.

Reasonable accommodations may include but are not limited to:

- Extended testing time
- Distraction-free surroundings, including the use of ear plugs or noise-cancelling headphones (without Bluetooth)
- Ability to take medications during testing
- Wheelchair-accessible testing area
- Provision of a test reader
- Provision of both a printed version and laptop for viewing and zooming in on objects

Written Documentation

Candidates requesting accommodations must provide, at their own expense, written documentation of their disability and how their impairment prevents or limits their access to the test being offered. The Academy reserves the right and ability to request a letter from an attending physician to verify and attest to the candidate’s condition and need for accommodations.

Of primary concern in determining reasonable accommodations is the extent to which the documentation defines and explains the precise functional limitations as a result of the disability and

how the proposed reasonable accommodations might minimize or overcome these limitations without compromising the integrity of the testing or providing the disabled candidate with an unfair advantage over nondisabled candidates.

Documentation may include but is not limited to a report from a physician or other licensed professional health service provider who has diagnosed the disability (either initially or for a re-evaluation). Such report must:

- Include a listing of the evaluator's qualifications, including degree, licensure, and areas of specialization.
- Include a specific diagnosis, providing, if applicable, a DSM-V, DSM-IV, or ICD coding.
- Be current, within the past five years. Reports older than five years should not be submitted.
- Include details on the recommended reasonable testing accommodations.
- Provide explanations of how and why the recommended accommodations are justified and necessitated by the candidate's disability. If no prior accommodations have been provided, the report should include an explanation as to why no accommodations were given in the past and why accommodations are needed now.

Request Deadlines

The accommodation request and all documentation supporting the request must be received at least three (3) months prior to the testing date. It is the candidate's responsibility to ensure the request and all supporting documentation is received by the deadline. Requests received after the established deadline will not be evaluated for that testing window and will require scheduling a test at a later date.

The Academy will render a decision on requests for accommodations within sixty (60) days of receipt of a complete application.

Author NAVTA Committee on Veterinary Technician Specialties, adopted/updated by AIMVT 2022