



# SPECIAL ACCOMMODATIONS REQUEST FORM

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

Individuals with documented disabilities that will impact their ability to take an LPI Test under standard testing conditions can request accommodations. As Paragon Testing considers each request on a case-by-case basis, please submit your request prior to registration. 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 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 LPI Test 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 approve.

If you have any questions or concerns, please email [specialaccommodations@paragontesting.ca](mailto:specialaccommodations@paragontesting.ca).



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.

## 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)



## **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 LPI Test 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 an LPI Test?**

The LPI Test is a paper-based test of reading and writing and is two and a half hours in length. Test takers remain seated for the duration of the test and may not interact with those around them. There is no food or drink (other than water) permitted at workstations. Bathroom breaks are permitted. There are multiple choice sections that require test takers to shade in bubbles for their responses. The font size throughout the test can range from 10-14 point. In certain sections test takers may be asked to fill in bubbles that can range in size from 8-10 point. The standard test font color is black but may include blue, green, orange, yellow, purple, brown or grey dependent on the version of the test. During the writing portion of the test, test takers must read the prompts and respond in pen, using either printing or handwritten, on paper with lines spaced 7.5mm apart. Test takers must read the prompts themselves. It is the test takers responsibility to read all prompt and provide original, unscripted responses.

For free sample questions, please visit: [www.lpitest.ca/about/test-format/](http://www.lpitest.ca/about/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 LPI Test and that they are familiar with its format and difficulty.
- Relevant accommodation suggestions, along with a detailed rationale for each accommodation requested.



## **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 an LPI Test. As a paper-based 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
- Test form for the visually impaired
- Scribe
- Enlarged test font

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@paragontesting.ca](mailto:specialaccommodations@paragontesting.ca).

We ask test takers to submit all requests as 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.**