

CCHI's ADA Accommodation Policy on Providing a Note Taker for Performance Examination Candidates (CHI™ and ETOE™ exams)

Overview

The objective of this policy is to provide guidance on reasonable accommodation to individuals who need assistance with taking notes during a performance examination. At present, CCHI is offering a note taker and extended time as reasonable accommodations to these individuals who otherwise meet the eligibility requirements to take a CCHI examination.

CCHI has sole discretion to determine whether a candidate meets the requirements to receive this type of accommodation. A candidate must submit CCHI's *ADA Accommodation Request Form* with any required accompanying documentation. CCHI will review all requests and determine whether to grant this accommodation. A candidate who does not file an accommodation request will not be granted an accommodation. If the candidate schedules an examination date and requests an accommodation at the testing center, the candidate will forfeit the examination fee and have to submit a request for accommodations application with a new examination fee prior to being evaluated for an accommodation.

Accommodation Provided:

1. Note taker

A note taker is an individual who can read, write, speak and understand English and, for the CHI™ exam candidates, the non-English language in which the corresponding CHI™ exam is administered with the proficiency and command of both languages at the level of a native speaker and is a native speaker of one of the two languages. Candidates for the ETOE™ examination are offered only an individual who can read, write, speak and understand English, because the exam is in English only.

The function of the note taker is to write down and read back the candidate's notes while a candidate is taking a CHI™ or ETOE™ performance examination.

The candidate is responsible for telling the note taker what to write down while the candidate is listening to the recorded prompts. The candidate is responsible for instructing the note taker, with an agreed-upon verbal signal or gesture, on when to read the notes back. All notes are left in the examination room and destroyed by the proctor at the time the exam ends.

2. Time Extension

The time allotted to complete a CHI™ or ETOE™ examination without reasonable accommodation is one hour, exclusive of initial instructions. CCHI has determined that an

increase of 20% over the total exam time, exclusive of initial instructions, provides a reasonable accommodation for individuals who needs assistance with taking notes during either of these exams. Therefore, the total actual examination time for a note-taker-assisted examination has been increased from 60 minutes (one hour) to **72 minutes** (one hour and 12 minutes). Keep in mind that this time extension is provided for navigating the exam. No extra time is added to the *recording* of the interpretation of any item.

Role of the Proctor

A proctor is the individual administering the examination at the designated test center. A proctor **CANNOT** also serve as the note taker for the same examination administration. However, a test center's proctor may serve as a note taker if a second proctor is available to proctor the examination. One individual cannot perform two roles for the same examination administration.

Introductory Process

Prior to the proctor logging the candidate in to begin the examination process, the note taker will introduce him/herself to the candidate and read the corresponding Introductory Statements (Appendices A & B). The note taker will explain their role and functions.

The note taker will write down the comments/notes of the candidate when the candidate says so. The candidate makes an agreement with the note taker about how the notes are read back during the candidate's recording of their responses. The candidate may use a verbal signal or a gesture to prompt the note taker to read the notes back. The note taking process is practiced during reading the *Directions* to the exam.

- The candidate for a CHI™ exam may pronounce their notes in either language. The notes are read in the language the candidate pronounced them.
- The candidate for the ETOE™ exam must pronounce their notes in English.

No candidates, either with or without a note taker, are allowed breaks outside the testing room during the examination. The only exception is receiving an accommodation for breaks based on medical needs that is approved by CCHI separately.

Candidates may not bring any materials into the examination room or utilize any note-taking devices during the examination process.

A candidate CANNOT bring their own note taker. CCHI has sole discretion to nominate an individual as a note taker.

Note takers may be compensated for this task.

Process

The note taker cannot resolve, explain, or provide assistance other than the task of writing

down and reading back the candidate's notes. The note taker writes down only the words spoken by the candidate. The candidate is responsible for telling the note taker what to write down and for instructing, with an agreed-upon verbal signal or gesture, when to read the notes back.

It is advisable not to deploy notetaking during the simultaneous sections of the exam because this would present an unreasonable cognitive load and will result in omissions and loss of accuracy.

FEES

CCHI does not charge candidates for the costs associated with providing a note taker or additional time for examination administration.

Appendix A

The Note Taker Introductory Statement for CHI™ Exam Candidates

My function as the note taker is to write down your comments/notes while you are listening to the exam prompts and read them back to you when you are ready to record your responses.

You may pronounce your notes in either language. I will only write down the words you are saying.

You may use a verbal signal or a gesture to tell me to read the notes back to you. Please tell me if you'd like to use a verbal signal, for example, "Read" or show me a gesture that you want to use.

At your signal, I will read the notes in the language you pronounced them.

We will practice the note taking process during reading the *Directions* to the exam.

If you are ready, the human reader [*Instruction to the Note Taker: Use "I" if you perform the human reader's function as well*] can start the instructions part of the examination.

Appendix B

The Note Taker Introductory Statement for ETOE™ Exam Candidates

My function as the note taker is to write down your comments/notes while you are listening to the exam prompts and read them back to you when you are ready to record your responses.

I will only write down the words you are saying.

You may use a verbal signal or a gesture to tell me to read the notes back to you. Please tell me if you'd like to use a verbal signal, for example, "Read" or show me a gesture that you want to use.

At your signal, I will read the notes.

We will practice the note taking process during reading the *Directions* to the exam.

If you are ready, the human reader [*Instruction to the Note Taker: Use "I" if you perform the human reader's function as well*] can start the instructions part of the examination.