Language Competency Assessment for the Teaching Profession (LCATP)

Accommodation Policy

Pathways to Teach Canada's commitment

Pathways to Teach Canada ("**Pathways**") strives to provide all test-takers with an equal opportunity to obtain, use, and benefit from our services.

The Language Competency Assessment for the Teaching Profession ("**LCATP**" or "**test**") is administered remotely, with live proctoring. As a test-taker, you may access built-in accessibility features while preparing for and during the LCATP. You may also take steps to ensure your testing environment meets your needs. If you face a barrier because of a disability or special need that cannot be adequately addressed by taking these steps, you may request accommodation. Where a disability or special need is established, Pathways is committed to providing reasonable accommodation(s) up to the point of undue hardship.

Accessibility features built into the LCATP

As a remotely administered test, the LCATP has built-in accessibility features. While recognizing that assistive technology and supported platforms change from time to time, Pathways endeavours to conform to Web Content Accessibility Guidelines (WCAG) 2.1 "AA" level.

Some accessibility features are available to all test-takers, for example: the use of a keyboard for test-takers unable to use a mouse, or professional captioning available in English and French for any LCATP instructional video.

Other accessibility features are available only to test-takers who require accommodation because of an established disability or special need. The process for requesting such accommodation(s) is set out below.

Steps a test-taker should take to ensure their testing environment meets their needs

As a test-taker, you are responsible for ensuring that your technology and testing environment meets Pathways' requirements for remote testing as described in the Remote Testing Requirements section of the LCATP Information for Test-Takers. As such, you are strongly encouraged to test any accessibility features you intend to use during the LCATP in the test sample, available in XpressLab, through which the test will be administered, before using them in the actual LCATP. Please also set aside time to review the Test-Taker Conduct Expectations section of the LCATP Information for Test-Takers.

In addition to meeting these requirements, you may also take steps to ensure your testing environment meets your needs, for example, by ensuring it is physically accessible and free from distractions. You may also adjust the lighting in your testing environment, provided the proctor is able to clearly see you and your facial features throughout the test.

Accommodation requests

If you require accommodation during the LCATP because of a disability or special need, you must submit an Accommodation Request Form as far in advance of your scheduled test date as possible, to avoid delays. Where possible, accommodation requests should be submitted at least one (1) month before your scheduled

test date. Your request must be accompanied by documentation from a healthcare professional clearly indicating the nature of your disability and your current limitations.

Pathways will use the personal information, health information, and associated documentation you provide solely for the purposes of assessing and implementing your accommodation request. If your accommodation request is approved, Pathways will disclose the details of your accommodation to your exam proctor for the purpose of implementing your accommodation.

If you do not provide adequate information or documentation to support your request, Pathways may not be able to properly assess your request, which may result in your accommodation request being denied. Pathways will retain the personal information that you provide in your accommodation request in accordance with our Privacy Policy. Pathways' Privacy Policy can be found here: https://pathwaystoteach.ca/privacy-policy.

The following are examples of accommodations that Pathways may provide in appropriate circumstances:

- Extended time

- Scheduled breaks

- Test scheduled at a specific time of day

- Use of text-to-speech software (screen reader) during the LCATP

- Live reader (someone who reads the questions aloud to the test-taker)

- Use of speech-to-text software (voice control/voice-to-text entry) during the LCATP

- Scribe (someone who writes down the test-taker's answers)

Pathways will acknowledge receipt of accommodation requests within three (3) business days and will typically inform a test-taker whether their request is granted within 7–10 business days after acknowledgement. However, this timeline may change if Pathways requires additional information or documentation to support your request. As such, **you are strongly encouraged to submit your accommodation request as far in advance as possible**.

If your accommodation request is granted, Pathways will assign you a single point of contact to coordinate and implement your accommodation. Pathways will also notify your proctor of the accommodation in order to avoid any misunderstandings or difficulties during your test. Depending on the nature of the accommodation, the date and/or time of your test may need to change to facilitate the implementation of the accommodation. Please ensure you submit your accommodation request with appropriate documentation at least one (1) month before your scheduled test date. If Pathways changes your test date, there will be no additional cost to you. However, if you wish to reschedule or cancel your test, you must do so at least 15 business days before your scheduled test, or you may incur additional fees. Please consult Pathways' Registrations, Rescheduling, and Cancellations policy (included in the LCATP Information for Test-Takers).

If your accommodation request is denied, Pathways will provide you with a brief written explanation.