



Examen des architectes du Canada  
Examination for Architects in Canada

## Special Accommodation Request Form

Individuals who want to request Special Accommodation or Adaptation when writing the Examination for Architects in Canada (ExAC) must complete this form and submit it with their ExAC Registration Form. Supporting documents (doctor's/medical forms, etc.) should be included with this form.

### Nature Of Accommodation or Adaptation

In the space below, please specify the nature of the Accommodation or Adaptation to the delivery of the exam that you are requesting (for instance: Food at the exam, a separate room, large print version, etc...).

### Supporting Documents

In the space below, please indicate the documents that you are including to support your request for Special Accommodation.

Terms and Conditions

I, [print name here] \_\_\_\_\_ understand and accept the following:

- 1.** All Special Accommodation or Adaptation requests will be reviewed by the Committee for the Examination for Architects in Canada (CExAC). The Committee considers all applications for accommodation or adaptation and responds to all requests.
- 2.** Accommodation or Adaptation requests cannot be accepted after the first Monday of September.
- 3.** Applicants must submit the special accommodation or adaptation request with the ExAC Registration Form.
- 4.** Supporting Documents must be submitted with this form.
  - a. The Committee may request additional information.
  - b. The maximum amount of time allowed to submit additional information is 28 calendar days or four (4) weeks from the date of the request for additional information.
- 5.** The Supporting Documents provided must be:
  - a. Current (within the last 12 months except where an individual has a long term medical condition such as diabetes); and
  - b. On a health professional's (doctor, nurse practitioner, midwife, psychologist) letterhead or prescription pad where the contact information is clearly visible along with the practitioners name.
- 6.** When a Special Accommodation request is granted, the Committee issues a Letter of Understanding between the applicant and the Committee detailing the nature of the accommodation to be provided.
- 7.** All accommodation requests must be submitted, reviewed, and approved prior to the examination. Requests made at the time of the exam will not be accepted.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date