

ACCOMMODATION REQUEST

MEDICAL FORM (FORM 2)

For CANDIDATES:

This form should be completed by a health care professional who is qualified to diagnose the nature of your disability and make recommendations for appropriate testing or assessment accommodations. The health care professional must have treated, diagnosed, or had some other professional relationship with you within the last five years, and/or must be able to confirm the diagnosis of the disability for which you are requesting accommodation and the nature of the accommodation(s) that are required. Attach additional pages/information as needed and sign this form giving your health care professional permission to provide any additional information that may be required to process your request for accommodation. Please include the completed form in your accommodation request package.

Please EMAIL your forms to accommodations@lsbc.org.

For LICENSED/QUALIFIED PROFESSIONALS:

Your professional opinion and description of the nature and the extent of functional limitations resulting from the Candidate's disability and recommendations will be vital in determining any potential accommodation(s) to the Candidate. The Law Society of British Columbia has a duty to accommodate functional limitations arising from disabilities that may adversely impact a candidate's ability to access an examination or assessment and to ensure fair and equitable access to the examination and assessment process.

Accommodations are provided to ensure that candidates with disabilities have the tools to undertake the examination or assessment; they are not designed to ensure a particular outcome (such as achieving a higher mark on an examination). The Law Society requires a professional opinion from a health care professional to establish that the requested accommodation(s) are necessary to enable the Candidate to access the examination or assessment.

Academic institutions may provide support services that exceed what is required under the duty to accommodate. However, as a licensing body, the Law Society of British Columbia's role is to ensure that candidates have fair and equitable access to the examination and assessment process while protecting the public interest by ensuring safe and ethical competence to practice.

3 Nature of Disability Information

| | | | |
|---|--|-----|----|
| Did you diagnose or confirm this diagnosis using (select all that apply)? | One or more specific medical tests? | Yes | No |
| | Medical observation? | Yes | No |
| | Self-reports? | Yes | No |
| | Another method/other methods? Please describe: | | |

2. How long have you been treating the Candidate?

3. Date of your last appointment with the Candidate:

4. Description of the nature of the disability:

5. Please explain the effect of the disability on the Candidate's ability to perform under normal testing conditions, i.e., please describe the **functional limitations** associated with the Candidate's condition with reference to any relevant treatments they are undergoing and explain how the functional limitations impact the Candidate's ability to complete licensing examinations or assessments under standard testing conditions. Please note that symptoms of a disorder must be sufficiently detailed and supported.

6. If applicable, please list any category of medications prescribed to the Candidate that may affect their functional limitations and examination writing ability.

4 Recommended Accommodation(s)

- | | | |
|--|-----|----|
| 1. Have you reviewed the Candidate Form (Form 1) as completed by the Candidate? | Yes | No |
| 2. Has the Candidate provided "Appendix A: Description of Examinations and Assessments" for your review? | Yes | No |

3. Based on your knowledge of the Candidate's functional limitations, please describe the accommodation(s) you recommend for the different aspects of the program set out below. All recommendations should be as specific as possible. If you are recommending:

Specific Items and Resources, identify the adaptive technology, software, or physical resources requested. (e.g. if you are recommending the use of licensing examination materials in an alternative format, please specify the recommended type of alternative format.)

Accommodations for Assessments, be specific to the licensing examination(s), written assessment(s) and oral assessment(s) as outlined in *Appendix A: Description of Examinations and Assessments*.

Additional Time, state the percentage (e.g., "50% additional time"). If requesting breaks, state the duration and frequency (e.g., "15-minute break every hour"). Non-specific recommendations like 'more time' or 'breaks as needed' are insufficient detail to support an accommodation request.

Licensing Examinations (Barrister and Solicitor Examinations), if applicable:

Written Assessments (Drafting and Writing Assessments), if applicable:

Oral Skills Assessments (Advocacy and Interviewing Assessments), if applicable:

Virtual Classroom, if applicable:

4 Recommended Accommodation(s)

4. Please also address the following:

- Explain in detail how these accommodations will address the functional limitations you have set out above.
- If you are recommending additional writing time to complete a licensing examination, provide a measurable basis for how you arrived at the specific amount of extra time recommended.
- If a Report is required, the measurable basis should refer to specific details from the Report. The measurable basis will typically include most of the following: details concerning relevant tasks that the Candidate can be expected to perform less quickly, less accurately, or not at all, as a result of the Candidate's functional limitations (e.g., physically manipulating study materials; reading the licensing examination or study materials; knowing and applying the law; thinking critically); quantifiable information concerning the Candidate's performance on such relevant tasks (e.g., how much less quickly or how much less accurately the Candidate is able to perform them); an explanation of why the specific amount of extra time recommended is appropriate in light of the above quantifiable information; and references to sources (e.g., academic articles or texts, medical tests performed) that support your recommendation.

* PLEASE NOTE: If you are recommending additional time to complete a licensing examination or assessment due to a cognitive condition (e.g., learning disability, ADHD, etc.), a copy of a psychological or psycho-educational assessment report (Report) may be required. The Report must be recent enough to reflect the Candidate's current functional limitations (e.g., Reports that are more than five years old may not be accurate indicators of a candidate's current functional limitations). The Report must:

1. explain how the Candidate is impacted by the disability;
2. explain how the Candidate's functional limitations are caused by the diagnosed impairment; and
3. provide a measurable/objective basis connecting the condition to the amount of additional writing time suggested.

Please redact any personal information that is not relevant to the accommodation request (e.g., detailed family history).

4 Recommended Accommodation(s)

5. If recommending an amount for extra examination writing time, please note that a crucial component of the licensing examinations and assessments is to examine under time constraints to measure the Candidate's ability to prioritize, rank, and manage their time, in addition to organizing cohesive responses under time-pressured situations. This helps ensure that the Candidate can effectively demonstrate skills such as time management and decision-making where they are able to effectively identify and prioritize tasks on the most important and relevant areas of a legal problem. These competencies are requirements for successful lawyers and can be tested only through the use of time constraints. Based on this, please provide your rationale for the accommodations recommended:

Note: The accommodations should not modify the nature and level of the qualification assessed. Many of the examinations in the legal educational qualification process are time constrained and evaluate the Candidate's ability to manage time. As a result, it is not unusual for Candidates to receive less time than they were previously granted at previous educational institutions.

5 Certification

I certify that the information provided by me on this form and any attachments hereto is true and correct to the best of my knowledge. I am not affiliated with the Candidate as per my professional code of ethics.

Signature

Date

I authorize the professional above to provide the information in this form for the purpose of an accommodation request with the Law Society of British Columbia.

Candidate Signature

Date

Appendix A

Description of Examinations, Assessments, and Virtual Classroom

1. Licensing Examinations

Barrister and Solicitor Examinations

Two 3-hour examinations on a computer, available for candidates in their own environment

The candidates answer a combination of multiple choice and short answer questions on a software called Exemplify/ExamSoft, downloaded on their personal computer or laptop. The software is equipped with spellcheck, a timer, highlighting features, and a flagging system that allows candidates to move between questions and flag ones that they would like to come back to. This built-in organization system allows a candidate to easily identify if they have missed a question. Candidates are permitted to write the examinations from their own environment, with an online invigilator who will connect by a separate phone or tablet. Candidates may also adjust the font size to their comfort level. As a result, they can control their environment both in terms of seating and other distractions. If the candidate prefers, they may also choose to write at the Law Society building and be invigilated in person. Exemplify/ExamSoft's security settings ensure that candidates do not have access to the internet or other programs on their computer while they write. However, the examinations are open book and candidates are given all of the material that their examinations are based on in print. This allows candidates to prepare their print material in advance, organized in whatever way best assists them. Candidates are not required to write in full sentences and not penalized for mistakes in grammar or spelling.

2. Written Skills Assessments

Drafting Assessment

3.5-hour assessment on a computer, available for candidates in their own environment

Candidates are given a memo of instructions from a "senior lawyer" concerning a contract that needs to be drafted for the client. This memo is typically 3 to 4 pages long and details what the parties have agreed to. The assessment is designed to take approximately 3 hours to complete with the candidates being given an additional 30 minutes to read and assess the facts they are given.

The candidates are asked a series of questions concerning that contract that require them to complete tasks such as evaluating aspects of the contract or drafting clauses for specific instructions. The candidates will use a software called Exemplify/ExamSoft, which is downloaded on their personal computer or laptop, to complete this assessment. The software is equipped with spellcheck, a timer, highlighting features, and a flagging system that allows candidates to move between questions and flag ones that they would like to come back to. This built-in organization system allows a candidate to easily identify if they have missed a question. Candidates may also adjust the font size to their comfort level. Candidates are permitted to write the assessments from their own environment, with an online invigilator who will connect by a separate phone or tablet. As a result, they can control their environment both in terms of seating and other distractions. If the candidate prefers, they may also choose to write at the Law Society building and be invigilated in person. Exemplify/ExamSoft's security settings ensure that candidates do not have access to the internet or other programs on their computer while they write. However, the assessments are open

book and based on skills that they practiced in class and have received class materials on. They have received personalized feedback from an instructor and also had an opportunity to try a Sample Assessment within the context of Exemplify/ExamSoft. The candidates can bring whatever printed materials in with them that they believe would assist them. This allows candidates to prepare their print material in advance, organized in whatever way best assists them.

Writing Assessment

3.5-hour assessment on a computer, available for candidates in their own environment

Candidates are given a memo of instructions from a “senior lawyer” concerning an opinion letter that the firm must prepare for a client. This memo is typically 2-3 pages long and details facts that the client needs legal advice concerning. The assessment is designed to take approximately 3 hours to complete with the candidates being given an additional 30 minutes to read and assess the facts they are given.

The candidates are asked a series of questions concerning the opinion letter such as identifying language errors, selecting passages that work well and writing sections. The candidates will use Exemplify/ExamSoft, software downloaded on their personal computer or laptop, to complete this assessment. The software is equipped with spellcheck, a timer, highlighting features, and a flagging system that allows candidates to move between questions and flag ones that they would like to come back to. This built-in organization system allows a candidate to easily identify if they have missed a question. Candidates may also adjust the font size to their comfort level. Candidates are permitted to write the assessments from their own environment, with an online invigilator who will connect by a separate phone or tablet. As a result, they can control their environment both in terms of seating and other distractions. If the candidate prefers, they may also choose to write at the Law Society building and be invigilated in person. Exemplify/ExamSoft’s security settings ensure that candidates do not have access to the internet or other programs on their computer while they write. However, the assessments are open book and based on skills that they practiced in class and have received class materials on. They have received personalized feedback from an instructor and also had an opportunity to try a Sample Assessment within the context of Exemplify/ExamSoft. The candidates can bring whatever printed materials in with them that they believe would assist them. This allows candidates to prepare their print material in advance, organized in whatever way best assists them.

3. Oral Skills Assessments

Advocacy Assessment

20 to 25 minute oral assessment done on Zoom with candidate participating from home

This assessment is completed live, with the participants connecting over Zoom. The candidate will enter a Zoom room hosted by the assessor who is acting as the judge and be joined by one other candidate. The candidates will be assigned to play the role of Applicant (given 25 minutes to make submissions) or Respondent (given 20 minutes to make submissions). The candidates are given all necessary application material in advance and are expressly prohibited from introducing additional material so as to ensure that no candidate is surprised by any material raised by the other. They may either print the necessary application materials or have them available on their computers. Candidates may bring whatever notes they believe will assist them in their presentation in whatever format or length they feel will be helpful. The candidates then relates their pre-planned argument to

the court and answers any questions their judge may have about their submissions.

The candidates are also asked to prepare a two-page outline of their argument in advance. This outline is not marked. The assessor will have a copy of this outline in the event that the candidate gets flustered and can help bring them back on track. Candidates who play the role of the Applicant are given an additional five minutes of time because they are asked to explain the nature of the action and the application as part of their submissions.

Oral Interviewing Assessment

45-minute oral assessment done on Zoom with candidate participating from home

This assessment is completed live, with the participants connecting over Zoom. The candidate will enter a Zoom room hosted by the assessor. They will then meet their client to give them advice about a legal problem. The candidates are told in advance what area of the law that they will be giving advice on and are given all necessary print material to assist them in providing this advice. They are permitted to have this print material with them to refer to if necessary. The candidates are not permitted, however, to use the internet or electronic material to assist them due to security reasons.

They interview the client about the client's legal problem, using questioning techniques they have practiced in advance. The client may provide a short document (usually no more than one or two pages), which they will transfer to the candidate through Zoom chat. After learning the details of the client's problem, the candidate will give their client advice about the law relating to their legal problem and what options might be available. Candidates are permitted to take time to review their notes and print material before moving on to give the client advice. This assessment has been expressly designed to mirror necessary lawyering skills. The candidates have 45 minutes to complete the interview which includes the time during which the client is sharing details of their story and the candidate is only listening and taking notes by pen and paper. The students are taught to make brief notes only about key topics and not try to capture the client's responses verbatim.

4. Virtual Classroom

Classes are conducted fully remotely using virtual classrooms in Zoom and consist of online lectures, group discussion, and breakout activities, including some role playing. The course is interactive and candidates are expected to participate. Candidates should be prepared to attend class with cameras turned on and have a working microphone to participate in class discussions.