

# ACCOMMODATION REQUEST

## CANDIDATE FORM (FORM 1)

If you require accommodations in the PLTC session as a result of a disability or on another basis, this form must be submitted **at least two weeks before the PLTC session commences**. Please note that it may not be possible to address late requests received less than two weeks before the session commences until the next PLTC session as many accommodations require time to arrange and set up supports. Your accommodation request package must include documentation from a qualified health care professional who is qualified to diagnose the nature of and limitations arising from your disability and to provide recommendations on appropriate testing and assessment accommodations. The opinions provided by your health care professional must also be current.

**For permanent disabilities that are not susceptible to change** (for example, physical or learning disabilities), the health care professional's opinion should generally be based on evaluation or testing done within the past five years.

**For permanent disabilities that are susceptible to change** (for example, mental health disabilities), the opinion provided by your health care professional should be sufficiently recent to address changes in your condition and address anticipated future changes related to any functional limitations.

**For temporary conditions**, the opinion provided by your health care professional should include the date on which the condition arose and an anticipated timeframe for recovery. To ensure an appropriate accommodation is granted, some conditions may require a re-review of current medical documentation.

**Important note:**

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).

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.

**Submission:**

We require signatures on all documentation and all documentation to be legible. For further information on how and where to submit your completed forms, please EMAIL [accommodations@lsbc.org](mailto:accommodations@lsbc.org).

ACCOMMODATION REQUEST  
CANDIDATE FORM (FORM 1)

<b>1 Personal Information</b>		
Name		Candidate ID Number (i.e., Student ID Number)
First	Middle	Last
Email	Phone Number	
PLTC Session Date		
<p>Note: Your application must be submitted two weeks prior to the start of the PLTC session.</p>		
<b>2 Accommodation History</b>		
Have you attempted a PLTC examination or assessment previously?	<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No	
Have you previously been granted an accommodation for PLTC?	<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No	
In the last seven years, were you granted an accommodation from the following and, if so, what were the accommodation(s) <sup>1</sup> ?	<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No	
Grade 12 Provincial Exams	<input type="checkbox"/> Yes Specify: _____ <input type="checkbox"/> No	
University/College prior to Law School	<input type="checkbox"/> Yes Specify: _____ <input type="checkbox"/> No	
Law School Admission Test	<input type="checkbox"/> Yes Specify: _____ <input type="checkbox"/> No	
Law School	<input type="checkbox"/> Yes Specify: _____ <input type="checkbox"/> No	
NCA, if applicable	<input type="checkbox"/> Yes Specify: _____ <input type="checkbox"/> No	

<sup>1</sup> It is open to the candidate to provide accommodation information older than seven years if they believe it will be helpful.

### 3 (a) Nature of Functional Limitation

Check all grounds upon which you are seeking an accommodation:

<input type="checkbox"/> Deaf/hearing impaired	<input type="checkbox"/> Psychological/psychiatric/behavioural disability	<input type="checkbox"/> Orthopaedic/physical disability
<input type="checkbox"/> Blind/visually impaired	<input type="checkbox"/> Special learning/learning-related disability	<input type="checkbox"/> Other health disability/impairment

What year was your disability professionally diagnosed (if applicable)?

Please list any prescription medication that may impact exam writing ability (either positively or negatively) and specify the nature of the impact.

### 3 (b) Other grounds

Other grounds based in the [BC Human Rights Code](#) which give rise to a need for an accommodation. You must provide sufficient information to confirm the existence of a need for accommodation based on a ground listed in the *Code*.

Note that no *Accommodation Request: Medical Form (Form 2)* will be required; however, you will need complete s.4 *Accommodations Requested*.

#### 4 Accommodations Requested

Please describe the accommodation(s) you are requesting, being as specific as possible. If you are requesting:

**Specific Items and Resources:** Identify the adaptive technology, software, or physical resources requested.

**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, Assessments, and Virtual Classroom*.

**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.

If applicable, there must be alignment between the accommodation(s) that you are seeking and your health care professional's recommendation for accommodation(s). The health care professional is required to complete the *Accommodation Request: Medical Form (Form 2)* in support of your requested accommodation(s).

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:

#### 4 Accommodations Requested

Virtual Classroom, if applicable:

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. When additional time is requested, an exact amount is required and the health care professional should provide a measurable basis for how they arrived at the amount of additional time.

#### 5 Certification

This form is part of the PLTC Admission process. You are responsible for the completeness and accuracy of the information you provide in it.

**I certify that all the information on this form is true and correct.**

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Candidate Signature

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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 Examplify/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. Examplify/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 mAssessments**

##### **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 Examplify/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. Examplify/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 Examplify/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 Examplify/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. Examplify/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 Examplify/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 in their own environment***

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 in their own environment***

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 given 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.