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| References: | PRO BOARD CRITERIA: PA1 EVALUATOR MANUAL, OG5925 | |
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy regarding accommodating candidates with disabilities requesting an oral cognitive exam.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, proctors and evaluators to be familiar with this guideline and make every reasonable effort to accommodate candidates with disabilities. It is the responsibility of the Academy to ensure that they have been given the proper training to conduct their duties as an instructor, evaluator, or proctor.

2.0 PROCEDURES

- 2.1. It is the responsibility of the registrars to ensure all candidates meet the minimum physical requirements as outlined in NFPA 1500 or those physical requirements of the authority having jurisdiction.
- 2.2. The Academy will notify an approved proctor that the candidate has been approved for an oral cognitive exam and provide the proctor with the candidate contact information.
- 2.3. The proctor will contact the candidate and arrange for a mutually agreed upon date, time, and location for the oral exam.
- 2.4. The exam location will be private and distraction free.
- 2.5. The proctor will read the stem and possible answers to the candidate and repeat as required. The proctor may rephrase a question providing the re-wording does not indicate the answer.
- 2.6. Exam results will be provided to the student as per OG 5925.
- 2.7. The proctor will accept the candidate's answer as final and **will not** prompt the candidate if the answer is incorrect.



Karen Fry
Academy Director

December 22, 2017

Date