

***What is a special accommodation for a written Exam?***

A special accommodation is an adjustment to the standard way a written exam is taken. It is for clients with an identified disability or English as an Additional Language (EAL) to provide a fair chance to demonstrate his or her knowledge on a theory exam.

***What types of special accommodations are available?*****Interpreter*****You must bring your own interpreter.***

A person who will interpret the exam questions by translating them into your language. This person cannot work or be certified in the same trade as you. Please have your interpreter complete the Interpreter/Reader Form Declaration section of the Special Accommodation Request Form. An interpreter may not assist with the same exam more than once in a ninety (90) day period. A time extension of one hour is provided.

**Reader*****You must bring your own reader.***

A person who will read your exam questions out loud in English or French. Please have your reader complete the Interpreter/Reader Declaration section of the Special Accommodation Request Form. A reader may not assist with the same exam more than once in a ninety (90) day period. A time extension of one hour is provided.

**Language Dictionary*****You must bring your own dictionary.***

Use of a printed language dictionary (no electronic copies) that provides translation is permitted. Trade specific dictionaries are not permitted. Dictionaries must be free of markings and/or notes.

**Time Extension**

Extended time granted to complete an exam is at the discretion of the Apprenticeship Manitoba Qualifications Assessor or as recommended by a qualified professional.

**Private Sitting**

Use of a separate room for exam.

**Modified Exam Format (for visually impaired)****Other Adaptive Software or Hardware**

Used to reduce or remove barriers imposed by an individual's disability (as required).

*\* If none of the above categories meet your needs, you must specify the type of accommodation you require under the 'other' category on the Special Accommodation Request form. This includes any type of accommodation for a physical, mental or learning disability.*

### ***What do I need to do?***

Read the Special Accommodation Request form and check the box beside the type of accommodation that you need. You **must** provide a letter or supporting documentation from a qualified professional clearly indicating what type of special accommodation is recommended for your written exam. Apprenticeship Manitoba will not approve your Special Accommodation Request if a letter or supporting documentation is not included. Please have your interpreter or reader complete the Interpreter/Reader Declaration section of the Special Accommodation Request Form, if applicable. Apprenticeship Manitoba is not responsible for costs associated with a special accommodation. To access electronic copies of the Special Accommodation Request go to: [manitoba.ca/tradecareers](http://manitoba.ca/tradecareers).

### ***What happens if I need to take the exam again?***

You must complete and submit another Special Accommodation Request form. If the accommodation is different than the previous request, you will need to provide a letter or supporting documentation from a qualified professional.

### ***Special Accommodation Checklist***

Check that you have the necessary documentation when applying for a Special Accommodation

- Special Accommodation Request (2 pages)
  
- Interpreter/Reader Declaration (if applicable)
  
- Letter or Supporting Documentation from a Qualified Professional