

## **Non-Discrimination Policy**

### **Non-discrimination Policy for People with Disabilities**

In accordance with the Americans with Disabilities Act and other applicable laws in the United States and Canada, CIDQ does not discriminate against people with disabilities in providing access to its examination program. CIDQ provides appropriate accommodations for its examinations for individuals with documented disabilities who demonstrate a need for accommodations. The Americans with Disabilities Act of 1990 (ADA) and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing or learning. The purpose of documentation is to validate that the candidate is covered under the Americans with Disabilities Act or other applicable laws. Comprehensive information by a qualified professional is necessary to allow CIDQ to understand the nature and extent of the candidate's disability and the resulting functional impairment that limits access to its examinations. Documentation also allows CIDQ to provide appropriate accommodations for such a disability.

### **Requesting Test Accommodations**

It is important to note that the objectives of the multiple-choice and practicum (design) examinations are different: the multiple-choice examination tests the examinee's cognitive knowledge relevant to interior design; the Practicum examination tests the ability to utilize that knowledge in the technical and judgmental situations related to design development. Therefore, no candidate shall be excused from either the multiple-choice or Practicum examination or offered a modification which would compromise either examination's ability to test accurately the skills and knowledge it purports to measure. Similarly, no auxiliary aid or service will be provided which will fundamentally alter either examination or will result in an undue burden to CIDQ.

An individual requesting accommodations should submit a Test Accommodations Request Form prior to examination scheduling. Documentation of the disabling condition and need for accommodations must accompany the request. In order to allow sufficient time for a thorough review of documentation material, the request, with complete documentation, should be received no later 30 days prior to examination registration deadline. CIDQ encourages candidates to submit their request for test accommodations and accompanying documentation at the beginning of the registration cycle to facilitate processing and accommodation delivery.

### **Confidentiality**

CIDQ strictly adheres to a policy of confidentiality and does not disclose names of candidates with disabilities or information concerning the application or accompanying documentation, except as may be reasonably necessary. Examinations administered with accommodations are not identified as such and therefore are scored no differently than other examinations.

Any candidate who is denied accommodations may resubmit his/her Test Accommodation

Request form, along with the following materials to the Executive Director of CIDQ: a written request for reconsideration of the denial of accommodations. The request should describe the rationale for the reconsideration based on additional information not previously provided to CIDQ or clarify other reasons justifying a reconsideration; and, additional written information, such as new diagnostic or treatment information from the treating professional.

The materials must be sent together in a single mailing that is postmarked within 30 days of the date indicated on the letter of denial of accommodations. At its next regularly scheduled meeting, the CIDQ Board of Directors will review submission, and make a determination. The Board's determination is final and binding on both the Board and the candidate.

### **Documenting a Request for Test Accommodations**

Candidates must provide a detailed, comprehensive written report from a qualified medical professional describing their disability and its severity and explaining the need for the requested accommodations. See Appendices H and I.