



## Form A: Candidate Request for Licensing Examination Accommodation (Form A)

This form and any appendices must be submitted directly to the Law Society. Please scan and attach the form with any supporting documentation to one email message and send the message with attachments to [examinationaccommodation@lso.ca](mailto:examinationaccommodation@lso.ca). The email subject line should read: "Form A, [Candidate Last Name], [Candidate First Name], [Candidate Number]."

**Candidate first name:**

**Candidate last name:**

**Candidate number:**

### Information for candidates

Candidates may request accommodation for a Law Society of Ontario (Law Society) licensing examination based on a ground listed in the *Human Rights Code*, R.S.O. 1990, c. H.19 (*Code*).

Candidates should carefully review the [Accommodations](#) webpage and the information under the heading [Lawyer and Paralegal Examinations](#), including the [Policy and Procedures for Accommodations for Candidates in the Lawyer and Paralegal Licensing Processes](#).

**Candidates must meet all posted deadlines and submission requirements.** If an accommodation request is submitted late or is incomplete, it may not be possible for the Law Society to provide an accommodation for the requested licensing examination sitting.

The following documentation is required:

- All candidates requesting accommodation must provide a completed **Form A**.
- Candidates requesting accommodation on the basis of **disability** (including an illness, an injury, or a medical condition) or a **pregnancy- or maternity-related need** (together, Maternal Need) must also provide a **Form B** completed by a regulated health care professional and medical information reasonably necessary to ensuring the appropriate accommodation. Candidates should carefully review the requirements set out on Form B.
- Candidates requesting additional writing time due to a **cognitive disability** (e.g., learning disability, ADHD) must also provide a copy of a **psychological or psycho-educational assessment report** (Report) and should carefully review the requirements for the Report, found on Form B.

Candidates are not required to disclose their specific diagnosis, but they may voluntarily provide their diagnosis (or authorize their health care professional to provide it).

Candidates may also provide a letter from their law school, paralegal college, the National Committee on Accreditation (NCA), or the Law School Admission Council (LSAC) setting out any accommodations provided in the past. Candidates should note, however, that proof of past accommodation is not a guarantee that accommodation on the licensing examination(s) will be granted.

Information is maintained in a manner consistent with the Law Society's regulatory mandate, and limited information may be shared with third parties (e.g., proctoring service providers) as needed in order to address the accommodation request.

The Law Society is responsible for making the final decision on all accommodation requests.

## Grounds for accommodation

Please identify the ground(s) upon which you are seeking accommodation. Select all that apply:

- Disability due to cognitive condition
- Disability due to psychological condition
- Disability due to physical condition
- Maternal Need
- Creed (including religious observance)
- Other ground listed in the *Code*:

If your request is based on a disability or a Maternal Need, please describe the functional limitations associated with your disability or Maternal Need.

If your request is based on a disability or a Maternal Need, please explain how the functional limitations described above affect your ability to write the licensing examination(s) under standard testing conditions.

If your request is based on a disability or a Maternal Need, please indicate whether your functional limitations are expected to change over time (e.g., because of factors such as treatment, surgery, therapy, medication, assistive devices, experience):    Yes, may change    No, not expected to change

If yes, please provide details, such as the nature of any anticipated change and the likely timeline for it.

Please include any additional details related to the selected ground(s). You must provide sufficient information to confirm the existence of a need for accommodation based on a ground listed in the *Code*.

## Accommodation requested

Please describe the accommodation(s) you are requesting, being as specific as possible. For example, if you are requesting permission to use **text-to-speech software**, please specify the program(s) with which you are most familiar. If you are requesting the licensing examination in a **larger font**, please specify the minimum font size requested. If you are requesting **adaptive technology, software, or physical resources**, please specify the items requested. If you are requesting **additional writing time** to complete a licensing examination, please specify the exact amount of additional time you are requesting, in percentage form—e.g., “25% additional time” (no accommodation of unlimited time will be granted).

## Candidate consents, confirmation, and signature (required)

I, the candidate named on page 1 and named below, consent to the following:

Information may be shared with third parties (e.g., proctoring service providers) in order to address the accommodation request.

If I provide information from my law school, paralegal college, the NCA, or the LSAC, the Law Society may seek clarification directly from the organization that provided the information.

The above consents may be rescinded or amended in writing at any time, but such rescission or amendment does not have retroactive effect and does not affect the Law Society’s ability to use the information if necessary to meet its duties. I am aware that in the event of such rescission or amendment, the Law Society may be unable to provide an accommodation or the requested accommodation.

I confirm the following:

All information provided on this Form A is truthful and accurate to the best of my knowledge.

I will promptly inform the Law Society if my accommodation needs change while I am in the licensing process.

If I require accommodation from other departments of the Law Society or for other purposes (e.g., the Call to the Bar ceremony), I will make a separate accommodation request to such departments or for such other purposes.

The Law Society may leave detailed messages related to my accommodations at my phone numbers on file with the Law Society and may send detailed messages related to my accommodations to my email addresses on file with the Law Society.

If I have any concerns with the above statements, I have explained them in an attached letter and have checked here:

**Candidate first name:**

**Candidate last name:**

**Candidate signature:**

**Date:**

MMM DD, YYYY

**If I have typed my signature into the field above, I agree that I am signing this form electronically and that my electronic signature is the legal equivalent of my manual signature on this form.**