

Summary of Accommodation Measures For Acuity Insights Assessments

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This document explains how approved accommodations are applied to each component of Acuity Insights Assessments and addresses frequently asked questions related to accommodations.

Please note that the information below is general in nature and refers to the most common forms of accommodation measures that applicants may be approved to use for their Acuity Insights Assessments. All applicants are required to submit a request for accommodations as per the Acuity Insights Accommodations Policy, and if approved, will be confirmed by the Acuity Insights Team directly.

Additional Time

Additional time is calculated based on a time multiplier. For example, if an applicant is approved for 2x time, they would be provided with 7 minutes for each typed section's response page instead of 3.5 minutes.

During the Casper test, additional time is applied to the following sections unless otherwise specified:

- The instruction page presented before entering the video response section
- All word scenario pages
- All reflection pages
- All response pages
- All optional break pages

Additional time is not applied to:

- The introduction section of the test
- The time to watch a video scenario
- The Casper Practice Test located within an applicant's Acuity Insights account*

**If approved for additional time, applicants will be provided with a link to a Casper Practice Test with their specific additional time or the closest appropriate time.*

Depending on the nature of the applicant's disability or condition, it may only be necessary for applicants to receive additional time on either the video response section, the typed response section, or both sections. An applicant's qualified professional will be given an opportunity to provide their recommendation on which sections of the test an applicant needs additional time, but it is ultimately at the discretion of the Acuity Insights Team.

Please note that applicants may not accumulate their additional time to use at the end of their test for the purpose of reviewing previously completed sections. Regardless of accommodation

status, applicants are not permitted to return to a previous page of the test once completed.

During the Duet assessment, additional time is not applied, as Duet is not a timed assessment.

Assistive Software

Assistive software may be in the form of Speech-to-Text (dictation) or Text-to-Speech (reading) software. The use of assistive software must be explicitly approved by the Acuity Insights Team through an accommodation request.

Applicants are responsible for procuring the relevant software and ensuring that it functions properly with any component of Acuity Insights Assessments. One reason for this is that Acuity Insights does not use testing centres and thus each applicant's test environment (both physical and technological) may differ.

Applicants may use assistive software already familiar to them that meets their individual needs and are encouraged to test their chosen software with the available Casper Practice Test(s) prior to completing Acuity Insights Assessments.

Speech-to-Text software is a tool that may be used to transcribe a verbal response into a typed response, instead of typing with a keyboard. For approved applicants, said software may be used for all or part of their Casper test. It is not applicable to Snapshot or Duet, as these assessments do not require answers to be typed.

Text-to-Speech software is a tool that may be used to read aloud typed information, such as instructions, prompts, and questions. For approved applicants, said software may be used for all or part of Acuity Insights Assessments.

Assistive Personnel

Applicants may be approved to use assistive personnel in the form of a Scribe and/or Reader. If approved for assistive personnel, applicants may choose to use their approved personnel for all or part of Acuity Insights Assessments.

An approved Scribe may:

- Be used to transcribe a verbal response into a typed response, instead of the applicant typing with a keyboard
- Be used for all or part of the typed response section of the Casper test, as this is the only assessment that requires responses to be typed

An approved Reader may:

- Be used to read aloud any typed information, such as instructions, prompts, and questions
- Be used for any component of Acuity Insights Assessments for which it is deemed necessary

An approved Scribe and/or Reader:

- **Cannot** be a friend, family member, or colleague of the applicant
- **Cannot** have previously completed Acuity Insights Assessments, nor have plans to complete them in the future
- **Cannot** be in view of the applicant's webcam for the video-response section of the Casper test*
- **Cannot** be present in the webcam frame during the recording of their Snapshot videos, as these videos will be evaluated by programs' admission teams
- **Cannot** provide their opinion, perspective, or advice on a scenario or response when completing any component of Acuity Insights Assessments
- **Cannot** assist virtually/remotely (i.e., must be physically present)
- **Must be** in view of the applicant's webcam for the typed response section of the Casper test

**This is in conjunction with our commitment to minimize awareness of accommodations during the rating of the Casper test.*

Please note that it is the responsibility of the applicant to recruit their own assistive personnel. We suggest that if applicants need guidance, they should start by contacting their school's accessibility office.

If approved for assistive personnel, applicants must provide a signed copy of the confidentiality agreement (provided at the time of approval within their accommodations approval letter) and provide a photo of the Scribe and/or Reader's government-issued photo ID for proctoring purposes at least two (2) days prior to their scheduled Casper test. This information must be emailed to the Acuity Insights Team via accommodations@acuityinsights.com.

If an applicant fails to provide this documentation, they will not be permitted to use assistive personnel during their Casper test.

Testing data will be reviewed post-test to ensure that Section 7 of Acuity Insights' Terms of Use has not been violated.

Frequently Asked Questions

What if I need to reschedule my test?

Rescheduling an accommodated Casper test must be completed by a member of the Acuity Insights Team. If an applicant needs to reschedule an accommodated Casper test, they must notify the Acuity Insights Team via accommodations@acuityinsights.com as soon as reasonably practicable (at least one (1) week prior to the time of an applicant's scheduled Casper test).

Please note that all applicants (with or without accommodations) are subject to a rescheduling fee should they choose to reschedule within 30 days of a scheduled Casper test. Exceptions may be provided for those with verified technical or medical issues and those approved for a fee assistance program honoured by Acuity Insights.

Casper test dates and deadlines for each program can be found on our Dates and Fees page.

I have signed up for a new test. How do I ensure my approved accommodations are applied?

Approved testing accommodations are applied by the Acuity Insights Team to each individual Acuity Insights Assessments reservation. The team will apply approved additional time accommodations to any upcoming Acuity Insights Assessments reservations in the applicant's account at the time of approval that fall within the validity period.

Consequently, if an applicant makes any additional reservations during their validity period, the applicant **must** contact the Acuity Insights Team via accommodations@acuityinsights.com to inform them of a new reservation **at least one (1) week prior to the applicant's new reservation**.

Failure to notify the Acuity Insights Team at least one (1) week prior to the new test date and time may result in accommodation measures not being applied to new reservations or may require that the applicant's Casper test be rescheduled to a later date. Please note that applicants may be subject to a rescheduling fee.

What assistive software can I use?

We cannot recommend any specific software, as each applicant's device and setup are different. However, applicants may use assistive software already familiar to them that meets their individual needs and are encouraged to test their chosen software with the available Casper Practice Test(s) prior to completing Acuity Insights Assessments.

How can I find a Scribe or Reader?

It is the responsibility of the applicant to recruit their own assistive personnel. We suggest that if applicants need guidance, they should start by contacting their school's accessibility office.

Please note that assistive personnel cannot be a friend, family member, or colleague of the applicant. Additionally, they cannot have previously completed Acuity Insights Assessments, nor have plans to complete them in the future.

I have been approved for both a Scribe and Speech-to-Text software. Can I use both?

While an applicant may be approved for both a Scribe and Speech-to-Text software (or a Reader and Text-to-Speech software), it is not permitted to use both at the same time. If an applicant is unable to recruit a Scribe and/or Reader to assist them with the test in a face-to-face arrangement, it is permissible to utilize assistive software instead.

I have been approved for additional time. How much additional time will I get?

Please refer to the table below for an example of how additional time is applied to a given section of the Casper test:

Example Casper Test Time Accommodation			
Section	Standard Time	An applicant approved for 1.25x would receive:	An applicant approved for 1.5x would receive:
Reflection Page	30 sec.	38 sec.	45 sec.
Typed Response Page	3 min 30 sec.	4 min 22 sec.	5 min 15 sec.

Will I see my accommodation status in my Acuity Insights account?

Approved testing accommodations are applied by the Acuity Insights Team to each individual Acuity Insights Assessments reservation. The team will apply approved additional time accommodations to any upcoming Acuity Insights reservations in the applicant's account at the time of approval that fall within the validity period. If a new reservation is made after the date of approval, applicants must inform the Acuity Insights team of their new reservation(s).

Once an applicant's accommodations are applied, it will be reflected in the Casper checklist available in the Casper section of their Acuity Insights account.

Please note that the introduction sections of Acuity Insights Assessments may refer to the standard time allotment, but rest assured that the timed sections will correctly reflect any approved extended time, if applicable.

Are Acuity Insights accommodations confidential?

All accommodation requests are confidential, and the status of such a request is not shared with academic programs.

Please note that we do not explicitly share the status of an accommodation request with Casper Raters. However, they are informed during ongoing training that some applicants may have accommodations and may be permitted to take the Casper test with slightly different formats (e.g., extended time). If they encounter this, they have been instructed to rate the applicant's response as normal and to focus on the content of the answer.