



## MONA PREPARATORY SCHOOL'S POLICY FOR SPECIAL ACCOMMODATION

Please note that students sitting the Primary Exit Profile Assessment (PEP), at any grade, **MAY** receive examination accommodations under specific conditions:

- Students with special education needs/disabilities.
  - Students with documented special education needs may be granted accommodation as is supported by their psycho-educational or medical report.
- Students whose native language is not English
  - Special examination accommodation may also be granted to students whose first language is not English, if the student is not proficient enough in the use of the English Language. Mona Preparatory School will indicate **during the registration process**, what language the student is competent in and that the student will require an interpreter for the examination. Parents/Guardians will be asked to assist in supporting this process/intervention.
- Students who have a medical condition
  - A student who has a medical condition that may inhibit his/her performance in the examination may receive accommodation. This includes students with chronic medical conditions, students who are hospitalized or who might have had an accident close to the examination period which will affect them sitting the examinations. This would include students who may have suffered a broken arm and may not be able to write. In this case a writer may be provided.

### Procedures for Requesting Special Accommodation

In order for a candidate to benefit from special examination accommodation, the procedures outlined should be followed:

- A written request must be made to the Student Assessment Unit of the Ministry of Education, Youth and Information (MoEYI), detailing the nature of the exceptionality and the **specific needs** of the candidate.
- All request for accommodations **MUST** be accompanied by a formal Psycho-educational/behavioural assessment or a medical report based on assessment conducted in the last two years, from an authorized individual or agency, such as the Mico University College **CARE** Centre (5 Manhattan Road, Kingston 5) or MCCAM (231 Old Hope Road, Kingston 6).
- If the Ministry is not satisfied with the adequacy of a report, clarification may be sought and additional information requested.
- Requests may be made by a school, parent or a professional treating the child for a particular condition, such as a medical doctor or a psychologist.
- Request should ideally be made at least twelve weeks prior to the sitting of the examination, or in accordance with established examination, application/registration procedures.
- A review of the request will be done by a team in the Special Education Unit in the Ministry of Education and the recommendations forwarded to the Student Assessment Unit.

- The Student Assessment Unit will then send a written response concerning the status of the application, to the institution/organization, or individual making the request.
- The accommodation being requested should be consistent with accommodation obtained by the student in the classroom at Mona Preparatory School. That is, students should be accustomed to using the particular accommodation during classroom instruction and internal examinations.

<b>ALLOCATION OF TIME FOR STUDENTS TO BE GRANTED EXTRA TIME FOR PEP</b>			
<b>Components</b>	<b>Subjects</b>	<b>Actual Time</b>	<b>Extra Time</b>
Performance Tasks	Mathematics	2 hrs	30 mins
	Language Arts	2 hrs	30 mins
Curriculum Based Tests	Mathematics	1 hr. 30 mins	22 mins
	Social Studies	1hr. 30 mins	22 mins
	Science	1 hr. 30 mins	22 mins
	Language Arts	1 hr. 30 mins	22 mins
Ability Test		1 hr. 30 mins	22 mins