



NOVA SCOTIA
BARRISTERS' SOCIETY

EDUCATION & CREDENTIALS

ACCOMMODATIONS REQUEST FORM

(to be completed if requesting an accommodation in the Bar Admission Course)

Applicant information

Name: _____

All requests for special examination accommodations including all required documentation must be submitted and received by the Society no later than six weeks before the sitting of the Bar Examination. Applicants are advised that requests submitted and received later than these dates may not be considered and/or approved for the exam session requested. Requests for accommodations related to other portions of the Bar Admission Course should also be submitted and received by the Society no later than six weeks before the component commences.

1. Description – Please indicate the grounds under which you are seeking accommodations.

Cognitive / psychological Physical Visual Hearing

OTHER: _____

2. Accommodation requested (please be as specific as possible)

Provide a brief description: _____

If you have a disability or medical condition, the accommodation(s) requested must be substantiated through medical documentation. You must demonstrate, through medical documentation, a rationale for how the accommodations will negate the adverse effect of the disability or medical condition.

3. Prior accommodation

Have you received special examination accommodations in the past, as either part of your law school studies or as part of your licensing process?

Yes (if yes, please attach proof of accommodations provided) **No**

Proof should consist of written correspondence from the law school or licensing body confirming the granting of the accommodation and its particulars. Please note that proof of prior accommodations is not a guarantee of the same for your Nova Scotia Bar Examination.



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4. Documentation required

You must enclose verifiable medical documentation in support of your request. All documentation should be as specific as possible. Documentation provided by a licensed health-care professional should clearly indicate the name and qualification of the professional.

A request for accommodation must be completed and all required documents must be submitted before your application will be considered and must include the following:

- A completed Accommodation Request – Medical Form, for a disability or medical condition**
- A recent letter from your law school listing all accommodations received if accommodations were provided.**

I confirm the foregoing is an accurate description of the circumstances giving rise to this request for accommodations.

Signature of Applicant

Date

Information collected from you is kept strictly confidential and is used solely for the purpose of providing you with accommodations. Access to this information is restricted to staff who are working on your behalf and will not be disclosed without your written consent.

The Society cannot guarantee that all accommodations requested will be granted. Accommodations requested should not modify the nature or level of the assessment. A portion of the assessment process is working under time constraints and evaluating the applicant's ability to manage time. This will be taken into consideration when granting accommodation requests.

For further information regarding accommodations, please see our [Accommodation Policy](#).



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ACCOMMODATION REQUEST – MEDICAL FORM

This form is meant to assist your licensed health-care professional in providing information the Society requires to make a decision regarding your accommodation request.

Provide this form to a licensed health-care professional who has the appropriate credentials to diagnose, treat and recommend testing accommodations for individuals with your disability or medical condition. The licensed health-care professional must have treated, diagnosed or had some other professional relationship with you in recent years directly related to your current prognosis.

Please review Appendix A for descriptions of the Bar Admission Course components.

PART I – Licensed health-care professional’s particulars

Name: _____

Occupation: _____

Address: _____

Phone number: _____

Email: _____

Medical professional qualifications:

** In this section, please describe your professional qualifications, including any professional licences you maintain, your area(s) of practice and any specialties, and any experience you have assessing and/or recommending accommodations for test takers.)*

Are you the applicant’s current health-care professional? Yes No

If yes, how long have you been treating the applicant? _____

I have reviewed the applicant’s completed Request for Accommodation Form. Yes No

I have reviewed Appendix A to this form (exam/module descriptions). Yes No

PART II – Nature of the disability or medical condition

Prognosis: _____

Date of your last treatment or consultation with the applicant:



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It is important for us to know if the disability is permanent or temporary with regards to requesting information for future accommodation requests.

Is this a permanent disability?

Yes No

If no, expected date of return to pre-disability status: _____

How will the applicant's ability to participate in the Bar Admission Course be affected by their disability or medical condition?

PART III – Nature of accommodation

In this section, please describe any specific accommodation(s) you are recommending, as well as any alternative accommodations that may be considered. Recommendations for specific accommodation(s) must explain how that accommodation will negate or mitigate the adverse effect of the candidate's disability while participating in the Bar Admission Course. All recommended accommodations should be as specific as possible and must take into account the format of the specific component or components of the Bar Admission Course for which an accommodation is sought.

_____ Separate room (*does not mean private room*)

_____ Computer

_____ Large type (____ pt)

_____ Other (*please specify*) _____



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How will the accommodation negate or mitigate the adverse effects of the applicant's disability or medical condition?

*We cannot guarantee that all accommodations requested will be granted. Accommodations requested should not modify the nature or level of the exam. A portion of the exam process is working under time constraints and evaluating the applicant's ability to manage time. This will be taken into consideration when granting accommodation requests.

Medical professional confirmation and signature

I have reviewed the contents of Appendix A and confirm that the foregoing information I have provided is accurate to the best of my knowledge and expertise.

Signature

Date



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Appendix A

Description of the Bar Examination

The Nova Scotia Barristers' Society's Bar Examination requires applicants to:

1. analyze fact scenarios (350 words or less);
2. identify the issues;
3. determine the applicable law;
4. apply the law to the facts; and
5. reach a conclusion.

The exam has 12 questions in total and is written over a two-day period in four writing sessions (two morning and two afternoon sessions separated by a lunch break). Each writing session consists of three questions and runs for two hours and 15 minutes. The exam is held in a classroom setting with two applicants per table. Applicants are provided with 64 lines – approximately 1.5 to 2 pages – per question in which to handwrite their responses.

Description of the Practice Management and Client Relationship Management Competency Evaluations

The Practice Management and Client Relationship Management Competency Evaluations require applicants to:

1. Analyze the basic principles of the topic and apply them to fact scenarios.

The competency assessment consists of a combination of 50 multiple choice and short answer questions and is written over a four-hour period. The assessment is completed online and requires the use of a computer. The assessment takes place in a setting arranged by the applicant and is invigilated by an invigilator arranged by the applicant and approved by the Society.

Description of the Skills Course (in-person and online)

The in-person portion of the Skills Course takes place at the Society's offices in a classroom setting. This component includes both lectures and hands-on learning. The applicants frequently work in small groups and pairs practising interviewing, negotiation and oral advocacy skills. The applicants are also required to complete a number of evaluations, as described below:

- **Interviewing Skills Evaluation:**

The student will conduct two 40-minute videotaped interviews. As a lawyer, you will interview a client (played by a staff member or other student) and advise them fully of their legal positions. The final evaluation will be a recorded interview. The interviews will be evaluated using the Interviewing and Advising Guide.



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• **Advocacy Skills Evaluation:**

1. The student will prepare the documents for a mock Chambers motion: Affidavit, brief and draft order, which will be evaluated using the Evaluation Guide.
2. The student will make a motion in Chambers before a volunteer judge. Oral advocacy skills will be evaluated using the Oral Advocacy Guide.
3. The student will submit preparation for the Chambers motion, including case analysis. This preparation will be evaluated using the Chambers Preparation Guide.

Negotiation Skills Evaluation:

- a) The student and an opponent will be given general and confidential facts to research. They will then meet at a designated time to negotiate a settlement. The negotiation will be recorded. The students will also submit a two-part Negotiation Summary – Part 1 outlining their preparation and Part 2 providing a self-assessment of the negotiation. Both will be evaluated according to the Negotiation Evaluation Guide.
- b) The student will be required to complete a number of learning journals reflecting on the various exercises completed throughout the negotiation and mediation portion of the session.

The in-person component lasts for three weeks, with each day running normally from 9:30 am to 4:30 pm. On certain dates, applicants are only required to attend for a portion of a day. Attendance at this session is mandatory.

The online portion of the Skills Course is hosted through an education platform and requires the use of a computer. This portion covers both legal writing and legal drafting and each consists of two assignments and one evaluation. The time spent on the course alternates between weeks in which assignments or evaluations are being prepared and weeks in which they are being marked.