

# Regional Assessment Resource Centre Documentation Review Process

## Accessible Learning to Student re: Seeking Third-Party Review of Documentation

To: Student  
CC: Consultant, Director

Dear Student,

I am writing in response to your appeal of the following accommodation decision (insert details).

The next step in the appeal process is to have your assessment anonymously reviewed by the [Regional Assessment Resource Centre](#) (RARC), a provincial Centre of Excellence with expertise in administering and interpreting psycho-educational assessments. The RARC's offices are located at Queen's University in Kingston but is an independent provincial entity. The RARC carries out disability documentation review for Ontario universities help ensure accurate interpretation of assessment results and their application to the accommodation planning process.

The third-party review process involves us anonymizing your assessment (i.e., removing identifying information about you, your family, and the assessor) and sending it to the RARC using secure means for review.

After reviewing your assessment report, the RARC will provide a written report specifying the functional limitations they believe you experience based on your results and list the academic accommodations they recommend. We share with you both our request to the RARC and their final report. We consider RARC's recommendations in our final determination of your eligibilities.

I have notified the Director of Accessible Learning that your assessment will be referred to the RARC for a third-party review; should you not be satisfied with the outcome of the RARC review, final appeal decisions will be at the Director's discretion.

Further information regarding the appeal process and third-party review can be found on our [website](#). If you have any questions or concerns regarding this process, please contact Associate Director, Academic Accommodations.

Sincerely,

Associate Director, Academic Accommodations

## Accessible Learning to RARC/ Professional requesting documentation review

Dear Clinical Director, RARC

Accessible Learning at Wilfrid Laurier University is seeking assistance in the form of review and accommodation recommendations related to the attached psychological/ neurological/ psychoeducational assessment.

We are specifically requesting the following information:

- a. Your qualified interpretation about whether the assessment confirms if the student is a person with a disability and if so, please state the student's disability diagnosis(es).
- b. A description of the student's functional limitations that stem from their disability as indicated by the assessment results.
- c. Your professional opinion about the how the identified functional limitations impact on the student at university.
- d. A list of recommended academic accommodations based on your interpretation of the documentation.

If you require any further information to proceed with this request, or have any issues accessing the file, please do let me know. I will send the password in a subsequent email.

Sincerely,

Associate Director, Academic Accommodations