



FACULTY OF  
**PHARMACEUTICAL MEDICINE**  
OF THE ROYAL COLLEGES OF PHYSICIANS  
OF THE UNITED KINGDOM

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## **Policy for Candidates with Special Requirements**

### **Board of Examiners of the Faculty of Pharmaceutical Medicine**

#### ***Principle***

The Faculty of Pharmaceutical Medicine aims to make every effort to accommodate the needs of candidates with permanent or temporary disabilities. The intention is to provide a consistent response that enables examination candidates to demonstrate their ability, knowledge and expertise without being disadvantaged.

#### ***Procedure***

Examination candidates with special requirements must notify the Faculty well in advance of the sitting so that any necessary adjustments can be appropriately planned. Candidates who have a permanent or temporary disability that may require a change in the examination procedures should therefore notify the Education Administrator in writing as soon as they know that they wish to enter a Faculty examination. In the case of circumstances that arise after entering the examination, they must notify the Education Administrator as soon as possible. Notification should be accompanied by independent corroboration of their situation, such as a certificate or letter from their general practitioner, consultant or clinical psychologist.

The Chair of the Board of Examiners may, at their discretion, sanction exceptional arrangements for the conduct of the examination for candidates with special requirements or circumstances. Such arrangements might include, for example:

- Allowing extra time
- For otherwise written examinations, use of an amanuensis appointed by the Faculty, computer (or for MCQ papers, marking the question paper only)
- Additional lighting; larger font
- Larger desk to accommodate specialist equipment
- Supervised rest breaks

In the event of temporary circumstances that might affect performance such as pregnancy or recent bereavement, candidates may be permitted to defer their attempt at the examination to the next scheduled examination.

Accessibility to examination rooms should not exclude any candidate. Ramps and other methods to aid access will be made available.

The Chair of the Board of Examiners is happy to discuss the requirements of candidates on a case-by-case basis and will be as flexible as possible with arrangements.

Arrangements will NOT include:

- Awarding extra marks
- Changes to the standard of the examination

Conditions existing prior to the examination notified to the Faculty after sitting any part of the examination cannot be taken into account. Candidates who experience adverse personal circumstances such as illness or injury during the course of the examination should refer to the Appeals Procedure.