



# Reasonable Adjustment Policy for Candidates with Special Requirements

## FPM Board of Examiners

### Principle

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The Faculty of Pharmaceutical Medicine aims to manage access arrangements in a fair, transparent, consistent and justifiable manner to enable examination candidates with disabilities or temporary medical conditions to demonstrate their knowledge and skills without being disadvantaged. This policy document takes into account the Academy of Medical Royal Colleges “Managing access arrangements for candidates requesting adjustments for high stakes assessments” of May 2018.

### Procedure

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Examination candidates with disabilities or temporary medical conditions requesting adjustments must notify the Faculty well in advance of the sitting so that any necessary adjustments can be appropriately planned. Such candidates should therefore notify the Education and Standards Manager in writing, preferably at the time of application for a Faculty examination. In the case of circumstances that arise after entering the examination, they must notify the Education and Standards Manager as soon as possible. Candidates who submit their request too late to implement suitable adjustments or turn up on the day of the examination requesting adjustments will usually be advised to reapply for the next examination sitting. Notification should be accompanied by documentary evidence to support their situation, such as a certificate or letter from their general practitioner, specialist or an expert report from clinical/educational psychologist.

The Chair of the Board of Examiners will consider requests for reasonable adjustments for candidates with disabilities or temporary medical conditions, taking into account how their ability to perform the exam is affected by their disability and considering adjustments they have previously been granted.

Such adjustments might include but are not limited to:

- Allowing extra time. For example, candidates with dyslexia can be allowed 25% extra time in written examination papers on provision of a specialist’s report confirming dyslexia.
- Use of a computer
- Additional lighting; larger font; coloured paper or overlays.
- Larger desk to accommodate specialist equipment
- Supervised rest breaks
- Examination rooms with ramps and other methods to aid access

Usually a pass in Part 1 of the Dip Pharm Med exam will be valid for a maximum of four opportunities to sit Part 2. However, in the event of temporary circumstances that might affect a candidate's performance such as pregnancy, medical conditions or recent bereavement, the candidate may be permitted an extension of the validity of their Part 1 pass and delay their attempt at the examination if they wish.

Officer(s) of the Board of Examiners or the Examinations and Standards Manager will discuss requests for adjustments with the candidate and will endeavour to be as flexible as possible with arrangements. The candidate will be given written details of the adjustments to be implemented. If a request for reasonable adjustments is refused, the candidate will receive a written explanation of the reasoning behind the decision. They may appeal, in which case the Chair of the Education and Standards Committee (or designee) will review the case and make the final decision.

Consideration will be given to the impact on other candidates. For example, if provision of extra time would disrupt the conduct of the examination for other candidates in the same examination room, a separate appropriate venue will be provided by the Faculty for the candidate(s) requiring extra time or other adjustments.

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.

## Reference

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Academy of Medical Royal Colleges "Managing access arrangements for candidates requesting adjustments for high stakes assessments", May 2018.

[http://www.aomrc.org.uk/wp-content/uploads/2018/04/Managing-Access-Arrangements-for-Candidates-requesting-adjustments-in-High-Stakes-Assessments\\_MP\\_160518-PFCC-RJ.pdf](http://www.aomrc.org.uk/wp-content/uploads/2018/04/Managing-Access-Arrangements-for-Candidates-requesting-adjustments-in-High-Stakes-Assessments_MP_160518-PFCC-RJ.pdf)