



FPM Examinations Reasonable Adjustments Policy

1. Purpose

This policy explains how the Faculty of Pharmaceutical Medicine (FPM) considers and implements reasonable adjustments for candidates undertaking examinations, to ensure fair access while maintaining the integrity and standards of the examination process.

2. Scope

This policy applies to all candidates and applicants for FPM examinations, regardless of examination format or delivery method. It should be read alongside the Examination Regulations, the Mitigating and Exceptional Circumstances Policy, and the Examination Misconduct Policy.

3. Principles

FPM aims to manage reasonable adjustments in a fair, transparent, consistent, and justifiable manner. Reasonable adjustments are intended to remove barriers to assessment for candidates with a disability or long-term or temporary medical condition, without altering the standard being assessed. Adjustments must be evidence-based, proportionate, and applied consistently.

FPM is committed to promoting equality of opportunity and will consider requests for reasonable adjustments in accordance with applicable equality legislation and relevant professional guidance. Such adjustments are not designed to confer an unfair advantage and must be proportionate to the candidate's needs and the requirements of the assessment.

4. Definition of Reasonable Adjustments

Reasonable adjustments are modifications or arrangements made to the examination process to enable candidates to demonstrate their knowledge and skills on an equal basis with other candidates.



5. Requesting Reasonable Adjustments

Candidates requesting reasonable adjustments must notify FPM in writing by the published deadline for the examination sitting. Requests should normally be made at the time of application. Where circumstances arise after entry, candidates must notify FPM as soon as possible. Late requests will not normally be considered, except where the circumstances could not reasonably have been anticipated.

6. Evidence Requirements

Requests must be supported by appropriate independent documentary evidence, such as a letter or report from a suitably qualified medical professional or specialist. Evidence must clearly describe the nature of the condition, its impact on examination performance, and support the specific adjustments requested.

7. Decision-Making

Requests for reasonable adjustments are considered on an individual basis. In reaching a decision, FPM will take into account the evidence provided, the impact of the condition on examination performance, any adjustments previously granted, and the need to maintain the validity, reliability and integrity of the examination. FPM may approve the request in full, approve alternative adjustments, or decline the request where the adjustment is not considered reasonable or where insufficient evidence has been provided. Candidates will be informed of the outcome in writing. FPM may discuss proposed adjustments with the candidate before making a final decision.

8. Examples of Reasonable Adjustments

Examples of reasonable adjustments may include, but are not limited to:

- additional time to compensate for the impact of a disability or medical condition;
- screen display adjustments, such as larger font sizes or modified colour settings;
- permission to use medically necessary aids, equipment or medication during the examination;
- provision of a paper-based examination at FPM offices where this is approved as a reasonable adjustment.
- Other reasonable adjustments may be considered on a case-by-case basis, taking account of the candidate's circumstances and the requirements of the assessment.



9. Limitations

Reasonable adjustments will not result in changes to examination marks or assessment criteria and cannot compensate for lack of preparation or knowledge. Conditions known prior to the examination but not notified to FPM in advance cannot normally be taken into account retrospectively.

10. Appeals

If a request for reasonable adjustments is refused, the candidate will receive a written explanation. Appeals under this policy are limited to whether the policy and procedures were followed appropriately and are separate from appeals against examination results. An appeal will be reviewed by an individual who was not involved in the original decision wherever practicable. The outcome of the appeal will be communicated in writing and will be final.

11. Data Protection

All information provided under this policy will be handled in accordance with applicable data protection legislation.

12. Policy Review

This policy will be reviewed every two years, or sooner where required.