



The Society of Apothecaries of London

Policy for Candidates seeking Special Examination Arrangements

Policy for
FORM Q
Apr 17/v2

Introduction

1. The Society may make reasonable adjustments to an examination if any candidate is unable through disability or other special need to be assessed by the methods set out in the Guide to the relevant Diploma.
2. The nature of adjustments will vary in relation to the nature and extent of the candidate's difficulty or disability and the requirements of the examination. Equally, such arrangements as are made will not give such candidates an unfair advantage. Candidates must communicate directly with the Society in writing as confidential medical information may be involved. Those who are not able to communicate directly will be considered unfit to take the examination.
3. Candidates needing special arrangements for their examination must apply in writing to the Registrar on Form Q with appropriate supporting evidence *by no later than 4 weeks before the application deadline* for the examination (see the relevant **Administrative Guidance for Candidates**, available to download). The decision of the Registrar will be communicated to the applicant as soon as possible.
4. In considering requests for adjustments, the Society also has a responsibility to ensure that the integrity of the examination is preserved, and that special arrangements made for any candidate do not give that candidate an unfair advantage over other candidates or could give rise to a misleading impression of that candidate's performance in the examination.

How to apply and timings

5. Candidates must communicate personally and directly with the Society in writing. Candidates who are unable to do this will be deemed unfit to take the examination. Candidates must fully complete the Form Q and submit it in hard copy with supporting documents together with the application form as early as possible, and no later than 4 weeks before the application deadline. Applications by fax or PDF are not accepted.
6. All supporting documentation must be listed on the Form Q and attached to it. In cases of dyslexia or any other learning disability this must include a Psychological Assessment Report made by a qualified educational psychologist after the candidate attained the age of 16 years. In other cases, expert professional evidence should be provided as appropriate.
7. Candidates must attest on the form that full disclosure has been provided.
8. If a candidate is not able to supply the documents before the application deadline, special arrangements will not be instituted.
9. Special arrangements will only be put in place if a candidate receives written notification from the Registrar confirming that they have been.

10. When circumstances such as illness or accident occur after the application deadline the Registrar should be informed, but it may be impossible to make new arrangements for the candidate at that time.
11. When an application is made, the following information must be included:
 - a. Can the candidate write?
 - b. Can the candidate write only with the use of a computer?
 - c. Does the candidate have a physical or medical condition which requires special facilities or support?

Consideration

12. The Registrar will consider all applications under the following categories:
 - a. From dyslexic candidates seeking adjustments relating to extra time, font and colour of paper;
 - b. Candidates who might seek the use of a computer, special access or physical support;
 - c. Others.

Please note: The Society reserves the right to take advice to ensure that proposed arrangements it offers are appropriate and in accordance with any applicable legislation.

Communication and Acceptance of Decision

13. The Examinations Office will confirm the arrangements in writing, normally within 10 working days of receipt of the Form Q.
14. The candidate is then required *by 4 weeks before the examination date* to have signed and returned a document confirming that notification of the adjustments has been received and accepted by the candidate. Without this document the arrangements will not be instituted.
15. If agreement by the candidate has not been reached *by 4 weeks before the examination date*, the candidate may withdraw from the examination or take the examination in the normal way. Any candidate who opts to withdraw from the examination in these circumstances is required to give 10 working days' notice in writing to the Examinations Office and will forfeit the examination fee as specified in the Administrative Guidance for Candidates.

Appeals

16. Candidates have the right to appeal against the decision. Appeals are made to the Examinations Board. An appeal must be made in writing, give the grounds on which the appeal is made and be sent to the Registrar within 2 weeks of the date of the notification of the decision.
17. Please be aware that the Board meets twice each year and this may be beyond the entry date for the examination.
18. If there has been an Appeal the result of the appeal will be awaited before entry is permitted.

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