



The Society of Apothecaries of London

Policy for Candidates seeking Special Examination Arrangements

Policy for
FORM Q

Introduction

1. The Society will make reasonable adjustments to an examination if a 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.
3. In considering requests for adjustments, the Society has a responsibility to ensure that the integrity of the examination is preserved, and that special arrangements made for a 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

4. Candidates needing special arrangements for their examination must communicate directly with the Academic Department as confidential medical information may be involved. Candidates who are unable to do this will be deemed unfit to take the examination.
5. Such candidates must apply to the Academic Registrar on Form Q with appropriate supporting evidence no later than 4 weeks before the application deadline for the examination. (See the relevant **Administrative Guidance for Candidates** for each diploma.)
6. Such candidates must attest on the form that full disclosure has been provided.
7. In cases of dyslexia or any other learning disability, the application should include a Psychological Assessment Report made by a qualified educational psychologist after the candidate attained the age of 21 years. In other cases, expert professional evidence should be provided as appropriate.
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 be put in place only if a candidate receives written notification from the Academic Registrar confirming that they have been.
10. When circumstances such as illness or accident occur after the application deadline, the Academic Registrar should be informed. In cases where short notice is given, it may not be possible to make new arrangements for the candidate within the time remaining.

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

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

Communication and Acceptance of Decision

13. The Academic Registrar will confirm the arrangements in writing, normally within 10 working days of receipt of 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 with 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 Academic Department 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 of the Academic Department. Appeals are made to the Academic Quality and Standards Committee. An appeal must be made in writing, give the grounds on which the appeal is made, and be sent to the Academic Registrar within 2 weeks of the date of the notification of the decision. (Please note that the Academic Quality and Standards Committee meets twice each year, and this may be beyond the entry date for the examination, so the appeal may delay entry to the examination.)
17. If there has been an appeal, the result of the appeal will be awaited before entry to the examination is permitted.