



ALTERNATIVE ARRANGEMENTS FOR EXAMS

ICAEW wants to test your knowledge and skills fairly. We know that exam conditions cause difficulty for some students. We can therefore offer alternative arrangements if you have a short term or long term impairment, disability, health condition or specific learning difficulty.

Who can apply for alternative arrangements?

You can apply for alternative arrangements if you have a disability, health condition or specific learning difficulty that is likely to affect you during exams.

You can also apply if your responsibilities as a carer are likely to affect you during exams.

We cannot offer alternative arrangements because your first language is not English. English is the required language and you are expected to understand all relevant and technical words. We do not allow you to use a dictionary during exams.

What alternative arrangements are available?

We will do our best to meet your individual needs. Common arrangements include:

- extra time
- delayed start time
- sitting in a particular area of the exam hall
- use of a computer during the exam
- using a scribe (writer) or someone to read to you
- having your exams in braille or large print.

You should let us know if your condition means you need to use equipment that you own or that your employer has provided for you. This might include computer software or a particular type of chair.

Where are alternative arrangements available?

We can accommodate most alternative arrangements in all our exam venues.

Candidates with alternative arrangement are accommodated together in a separate room, unless otherwise stated. If your arrangements could disturb other people in the room you will take your examinations on a sole occupancy basis with an ICAEW invigilator.

If you need to use a computer in your exam, we will ask you to come to an exam hall near to our office in Milton Keynes. If this is very difficult for you, please let us know.

How do I apply for alternative arrangements?

Please send us:

- a letter explaining why you're applying for alternative arrangements and stating what alternative exam arrangements you believe will help you
- a completed copy of the form Application for alternative exam arrangements: supporting evidence
- any additional supporting evidence that will help us consider your application. If your employer knows about your situation, you could ask them to write a letter. The more we can understand about the difficulties you face, the better we can help you.

We cannot process your application without the appropriate supporting evidence.

What information do I need to include?

If you have an illness, injury or medical condition, please send us evidence from a registered medical practitioner who has treated you or has access to your medical records.

If you have dyslexia or another Specific Learning Difficulty (SpLD), you should send us your a full adult (post-16) report. The report should be signed either by:

- a practitioner psychologist, registered with the Health Professions Council on the educational psychologist section of the register who holds an up to date practising certificate; or
- a specialist teacher for adults with dyslexia who holds an up to date practising certificate in the assessment of SpLDs.
- a chartered educational psychologist

All Dyslexia reports should comply with the SpLD Working Group 2005 / DfES Guidelines for Assessment of SpLDs in Higher Education.

Your evidence must be up to date. It should be as clear as possible about the arrangements that would help you. For example, just telling us that 'extra time will be required' is not enough – we ask for a clear recommendation of how much, such as 'five minutes extra time per exam hour is required'.

If you or your doctor or psychologist would like guidance on the types of arrangement we can make, we would be happy to discuss them. Please contact the student support team on +44(0)1908 248 040 or email concessions@icaew.com.

When do I need to apply?

Paper based exams

The assessment manager must receive your completed application form and all your supporting evidence 30 days before the closing date for exam entry. You can find the exam entry dates at icaew.com/acastudents.

We cannot make any guarantee's that late applications relating to a permanent condition can be considered.

If your illness, condition or disability is diagnosed after you've applied for an exam, we may be able to make arrangements at short notice. You should contact us to discuss your needs.

E-assessments

Please apply for alternative arrangements at least 90 days before the date of your intended e-assessment.

We cannot consider any short-term problems that occur immediately before an exam. Instead, you'll need to book another date for your assessment.

Is there an extra fee for alternative arrangements?

No, you will be charged the standard exam entry fee.

I have been injured / diagnosed after the closing date – can I still apply for alternative arrangements?

If your illness, condition or disability is diagnosed after you've applied for an exam, we may be able to make arrangements at short notice. You should contact us to discuss your needs.

You will need to send us a letter and supporting evidence straight away. We will meet your needs if we can, but sometimes this will not be possible. We might advise you to withdraw from the exam session and offer you a full refund of your fees. In the case of e-assessments you may need to re-book your assessment for after you have recovered from your injury or to give the required 90 days notice.

Who should I write to?

All applications should be addressed to:

The Assessment Manager
ICAEW
Metropolitan House
Level 2
321 Avebury Boulevard
Milton Keynes
MK9 2FZ

or you can email them to concessions@icaew.com or fax them to +44(0)1908 248 260.

When will I hear the result of my application?

We always try to process applications for alternative exam arrangements as soon as they are received. In most cases they are dealt with in a few days. However, there are times when we have a lot of applications and therefore might need the full 30 or 90 days before we can respond to you.

If we need you to send further information we will write to you telling you what you need to send. Once we have received the correct information we will deal with your application within the published timescales.

Some alternative exam arrangements take longer to arrange. These include use of a scribe (writer), reader or a special format of exam paper. If we're not able to meet your needs at your chosen exam session, we'll give you the date of an exam session at which we will do so.

Further information

If you require any further information regarding alternative exam arrangements please contact our student support team on +44 (0)1908 248 040 or email concessions@icaew.com.