



APPLYING FOR ALTERNATIVE EXAM ARRANGEMENTS

If you want to apply for alternative exam arrangements because you have a short-term or long-term impairment, please:

- complete the first section of the form
- pass the whole form to an appropriate doctor, psychologist or specialist teacher
- ask them to complete the second section of the form
- send us the form, a letter from you and any other supporting evidence.

If your doctor, psychologist or specialist teacher would rather write a letter instead of using the form, please make sure they send us all the information we need and that they sign and stamp their letter. **We can't assess your application without the appropriate supporting evidence.**

You'll find detailed guidance on alternative exam arrangements in *Alternative arrangements for exams*, including an explanation of who can provide the evidence in support of your application.

HOW DO I APPLY IF I AM A CARER?

If you want to apply for alternative exam arrangements because you have responsibilities as a carer, please send us evidence from an appropriate professional about your responsibilities. This could be a doctor or another professional such as a social worker.

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](https://www.icaew.com/acastudents)

We cannot consider late applications relating to a permanent condition.

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. We usually need at least a week's notice before your first exam. Please 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 are not able to consider any short-term problems that occur immediately before an exam. Instead, you'll need to book another date for your assessment. Contact the Student Support team on +44(0)1908 248 040 or concessions@icaew.com

WHAT DO YOU DO WITH MY PERSONAL DATA?

We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with our student and district societies and with organisations that help us administer our training and exams.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

We would like to share the personal data you have given in support of your application with your Authorised Training Employer (ATE) and / or your tuition provider. This will enable us to effectively manage any alternative examination arrangements you may need. It also means that the key people involved in supporting you will have information about your study and examination needs, and may communicate with each other about it. We will not use this data for any other purpose without your consent. If we are unable to share this data, we may not be able to put alternative examination arrangements in place for you.

If you agree to us sharing your data with your ATE and / or your tuition provider please complete the declaration on the attached form.

For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

NOTES FOR MEDICAL PRACTITIONERS, PRACTITIONER PSYCHOLOGISTS OR SPECIALIST TEACHERS WHO RECOMMEND ALTERNATIVE EXAM ARRANGEMENTS

WHAT IS THE ACA?

Students preparing the ACA qualification complete a period of work experience and two different assessment stages.

PROFESSIONAL STAGE

- Students demonstrate their knowledge by completing six computer-based, multiple-choice **knowledge assessments**. These are computer-timed and last 90 minutes. Time extensions are possible.

Students often take several papers within a short space of time. Employers often use the assessments to determine a student's basic accounting ability and might allow their students only two attempts. If students fail, the employer may cancel their training agreement.

- Students sit six paper-based exams. These are held at set times during the year, and last 2.5 hours each. Time extensions are possible. Many employers allow their students only two attempts.

ADVANCED STAGE

- Two technical papers lasting 3.5 hours each.
- A four-hour case study.

There is a lot to cover in a limited period of time. The advanced technical content of the subject matter combined with pressure of time may make some stress-related conditions worse.

The four-hour case study will almost certainly affect students with mobility problems, and anyone whose condition means they will need to take breaks during the assessment.

WHO NEEDS TO COMPLETE THIS FORM?

If the student has an **illness, injury or medical condition**, a registered medical practitioner who has treated the student or who has access to their medical records needs to provide evidence.

If the student has **dyslexia or other Specific Learning Difficulties (SpLDs)**, you should attach a full adult (post-16) report to the form. 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;
- a specialist teacher for adults with dyslexia who holds an up-to-date practising certificate in the assessment of SpLDs; or
- a chartered educational psychologist.

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

WHAT KINDS OF RECOMMENDATION DO I NEED TO GIVE?

There are many conditions that may mean a student needs alternative exam arrangements.

If you're providing supporting evidence, please make sure all your recommendations relate specifically to the named student.

You should set out as precisely as possible the adjustments that will be needed to help the student to perform to the best of their ability. For example, you'll need to tell us exactly how much extra time is required, eg, 'five minutes extra time per hour'.

If you'd 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

APPLICATION FOR ALTERNATIVE EXAM ARRANGEMENTS: SUPPORTING EVIDENCE

THE STUDENT MUST COMPLETE THIS SECTION

YOUR DETAILS

Student name

Student registration number

Please attach a letter explaining why you're applying for alternative exam arrangements and what alternative exam arrangements will help you. Your doctor, psychologist or specialist teacher will need to give us evidence about how your condition affects the way you perform in exams.



DATA PROTECTION STATEMENT AND SIGNATURE

USING YOUR PERSONAL INFORMATION

We will treat any personal information collected on this form in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with our student and district societies and with organisations that help us administer our training and exams.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

PLEASE SIGN AND DATE ONE OF THE TWO FOLLOWING DECLARATIONS

I agree to ICAEW sharing the personal data I have given in support of my application with my ATE and / or my tuition provider. I understand that this information will not be used for any other purpose without my consent.

Signature

Date

I do not agree to ICAEW sharing the personal data I have given in support of my application. I understand that as a result it may not be possible for ICAEW to put any alternative examination arrangements in place for me.

Signature

Date

AN APPROPRIATE MEDICAL PRACTITIONER, PRACTITIONER PSYCHOLOGIST OR SPECIALIST TEACHER MUST COMPLETE THIS SECTION

STUDENT DETAILS

PLEASE COMPLETE THIS FORM OR GIVE US THE INFORMATION WE NEED IN A LETTER.

Summary of student's illness, injury or condition.

Is the condition permanent or temporary? Permanent Temporary.
If temporary, please say how long you expect the condition to last, particularly if it's to be more than a year.

How will the condition affect the student's exam performance?

What arrangements do you recommend to make sure the student is not disadvantaged in the assessments?

Please sign and stamp over page.

Signature of medical practitioner, practitioner psychologist or specialist teacher	
Date	
Print name	
Qualifications and (if appropriate) practising certificate or registration number	
Official practice stamp	

TO THE STUDENT

Please send:

- your completed application form
- a letter explaining why you're applying for alternative arrangements and stating what alternative exam arrangements you believe will help you
- any additional supporting evidence that will help us consider your application,

to:

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

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