



# *Access arrangements – SpLD guidance*

ICAEW wants to assess your knowledge and skills transparently and fairly. We appreciate that exam conditions may be difficult for some students with a Specific Learning Difficulty (SpLD), so we offer access arrangements accordingly.

If you intend to apply for access arrangements for a short-term or long-term impairment, other disability, health condition, pregnancy, breastfeeding or need to observe daily prayers, please refer to the [access arrangements for exams](#) information on our website.

## **WHO CAN APPLY FOR ACCESS ARRANGEMENTS FOR AN SpLD?**

You can apply for access arrangements for an SpLD if you have been diagnosed with an SpLD by an appropriately qualified assessor and have a diagnostic report which meets our requirements below.

## **HOW DO I APPLY FOR ACCESS ARRANGEMENTS FOR AN SPLD?**

Please upload the below information to [my.icaew.com/examsonline](https://my.icaew.com/examsonline):

- a covering letter explaining why you are applying for access arrangements;
- a formal diagnostic report relating to your SpLD, which meets the requirements below;
- any previous reports, or additional relevant information from other organisations; and
- any additional supporting evidence that will help us consider your application, for example from your employer or tuition provider.

## **REPORT REQUIREMENTS**

All of the following must be met. The formal diagnostic report must:

- be a full adult (post-16) diagnostic report; top-up reports or updated reports will not be accepted;
- clearly diagnose of an SpLD; we will not accept reports which suggest a 'possible' diagnosis, or indicate specific difficulties which do not amount to a diagnosis of an SpLD;
- complies with the SASC / SpLD Working Group Guidelines for Assessment of SpLDs in Higher Education and includes a statement confirming that it adheres to the Working Group guidelines.  
[Find out more;](#)
- contain an appendix page setting out the individual test scores; and
- be of sufficient quality for us to be able to have confidence in the recommendations which are made.

The report should be signed by one of:

- an appropriately qualified practitioner psychologist, registered with the Health and Care Professions Council (HCPC), who holds an up-to-date practising certificate; or
- a specialist teacher for adults with dyslexia who holds an up-to-date assessment practising certificate (APC) in the assessment of SpLDs.

## WHAT ACCESS ARRANGEMENTS ARE AVAILABLE?

We will do all we reasonably can to meet your needs. Common arrangements include:

- giving you rest breaks;
- giving you extra time;
- using a scribe (writer) or someone to read to you.

## HOW WILL ICAEW REVIEW THE APPLICATION?

If your application meets the criteria set out in this document, ICAEW will make an independent decision on the arrangements which we can provide. This means that the arrangements we award may be different to those recommended by your assessor, or those you were granted by another organisation or university, as professional exams are subject to different regulations. The type and extent of any access arrangements you are awarding are at the discretion of ICAEW.

## WHEN DO I NEED TO APPLY?

We recommend applying as soon as possible. This means you should apply when you register as a student with ICAEW, or as soon as you are aware that you may need arrangements.

### **Certificate Level exams**

Please apply for access arrangements at least 21 working days before your intended exam date, and do not book your exam until arrangements have been confirmed. Our process may take more than 21 working days during peak periods, if you are requesting complex arrangements, or those which require more information.

### **Professional and Advanced Level exams**

For each exam session the access arrangements application deadline is the same date as the exam applications deadline. As applications take 21 working days to process, we recommend that your completed application be submitted to us no later than 21 working days before the exam entry deadline, this will allow us to fully consider of your application, time for you to provide further information should it be requested and put approved arrangements into operation for your exams.

We are able to accept applications until the deadline date, however, please consider that we may not have sufficient time to inform you of any discrepancies in your application to allow you to obtain any further information should it be required. We will not be able to process your application if we receive it after the deadline for that exam session.

If you are diagnosed after the deadline, you should contact us immediately so we can advise you on the best course of action. You may need to consider whether to defer your exam. [View all key exam dates and deadlines.](#)

## WHO SHOULD I WRITE TO?

In order to apply or make an enquiry for access arrangements, please [visit my.icaew.com/examsonline](https://my.icaew.com/examsonline) and click on 'Apply for Access Arrangements'.

## HOW LONG WILL MY APPLICATION OR ENQUIRY TAKE TO PROCESS?

We will review your enquiry or application and aim to provide a response within 21 working days; in some circumstances this can take a little longer. We will then let you know if your application can be approved, or if we need more information.

If we need more information, we will write to you telling you what you need to send us. Once we've received the information we need, we will deal with your application within our published timescales.

Some complex access arrangements take longer to arrange. If we're not able to meet your needs on the date you have chosen, we'll work with you to offer alternatives or inform you of the next exam session when we can accommodate your needs.

## ARE ACCESS ARRANGEMENTS AVAILABLE AT ALL EXAM VENUES?

We can accommodate most access arrangements in your chosen exam venue. We recommend that you apply for access arrangements as early as possible to secure the arrangements you need at the centre of your choice. If you are granted access arrangements after applying for an exam session, which cannot be accommodated in the venue you have applied to, your booking may be transferred to a different centre.

- Students will be accommodated with other students in the venue of their choice, regardless of whether they also have access arrangements.
- Students awarded the 'sole occupancy' arrangement type are provided with their own room as standard. If you are awarded sole occupancy, there may be two invigilators present.

The information pertaining to venues covers the vast majority of access arrangements students. However, if your requirements are complex, we will discuss individual arrangements with you.

## CONTACT US

For more information on access arrangements, please visit the [access arrangements for exams](#) information on our website.

If you are unhappy with the outcome of your request, please let us know by submitting your enquiry online at [my.icaew.com/examsonline](https://my.icaew.com/examsonline), clearly explaining the reason for your dissatisfaction along with any additional evidence.