



Access arrangements – SpLD guidance

This guidance is for students who intend to apply for access arrangements for a specific learning difficulty (SpLD). If you intend to apply for access arrangements for a short-term or long-term impairment, other disability, health condition, pregnancy or breastfeeding, please refer to the [exams applications information](#) on our website.

ICAEW wants to test your knowledge and skills fairly. We know that exam conditions can be difficult for some students with an SpLD, so we offer access arrangements accordingly.

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.

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 DO I APPLY FOR ACCESS ARRANGEMENTS FOR AN SPLD?

Please upload the below information to 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.

REPORT REQUIREMENTS

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

- be a full adult (post-16) diagnostic report; top-up reports or update reports will not be accepted;
- be less than five years old on the day it is submitted to ICAEW;
- clearly diagnose 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;

- comply with the SASC / SpLD Working Group Guidelines for Assessment of SpLDs in Higher Education. [Find out more.](#)
- include a statement confirming that it adheres to the Working Group guidelines;
- 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 psychologist, registered with the Health and Care Professions Council, 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.

If you have multiple reports, they should not be from the same assessor. If your report does not meet all of these requirements, we will not accept it.

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. The type and extent of any access arrangements you are awarding are entirely 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.

Professional and Advanced Level exams

For each exam session, the access arrangements application deadline is the same date as the exam applications deadline. However, your chosen centre may not be available with the arrangements you are awarded, so if you do not apply as soon as you're aware that you may need arrangements, there's a risk we won't be able to accommodate you.

[View all key exam dates and deadlines.](#)

We will not be able to process your application if we receive it after the deadline for that exam session.

If you do have an SpLD which is 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. Such circumstances will be dealt with by ICAEW on a case-by-case basis.

Certificate Level exams

Please apply for access arrangements at least 30 days before your intended exam date, and please do not book your exam until arrangements have been confirmed. Our process may take more than 30 days during peak periods, if you are requesting complex arrangements, or those which require more information.

WHO SHOULD I WRITE TO?

In order to apply or make an enquiry for access arrangements, please visit 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 10 working days; during peak periods 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 access arrangements take longer to arrange than others. These include using a scribe (writer), reader or an exam in a special format. If we're not able to meet your needs on the date you have chosen, we'll 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.

- To accommodate complex arrangements students in the UK may have to attend one of our two dedicated access arrangement venues in Milton Keynes or Manchester.
- For computer-based exams, you will be accommodated with other students in the venue of your choice, regardless of whether they also have access arrangements.
- Students awarded the 'sole occupancy' arrangement type are provided with their own room as standard. However, it is possible for any student to sit an exam alone in a room, if through chance they are the only candidate who was booked into that exam room. If you are awarded sole occupancy, there may two ICAEW 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 my.icaew.com/examsonline.