

Information for candidates requesting ‘adjustments’ in the registration examination (under Part II of the Disability Discrimination Act, 1995, as from 1 October 2004)

The Examiners accept requests for special arrangements (now known as ‘adjustments’) at examination centres under examination regulation 3.3. All properly submitted, corroborated written requests will be considered by the Adjustments Panel, including requests for additional time in the examination. Candidates who, due to disability, wish to request adjustments should make their request in writing including:

- A description of the disability and how it affects the candidate
- Specific details of the adjustment/s requested

The Society reserves the right to request from the candidate corroborating medical, or other expert, evidence for any adjustment requested. It is required in all cases when the requested adjustment is for additional time, as set out below.

Corroborating medical, or other expert, evidence required for additional time for the examination must:

- Normally be from an appropriate registered medical practitioner (GP/consultant) or chartered educational psychologist
- In the case of disabilities such as dyslexia, medical or other expert evidence must be dated after the candidate’s 16th birthday
- Specify the amount of additional time (up to the maximum of 25%) the medical practitioner, or other expert, believes should be applied to put the candidate on an equitable footing to other candidates. Candidates should ask their medical practitioner to take into account the nature of the registration examination, and provide examples of sample papers if necessary (as available on the Society’s website).

The responsibility for submitting corroborating medical evidence in relation to an adjustment request rests with the candidate. The Society will not make contact with any other person or body to seek evidence to corroborate circumstances claimed by a candidate.

Preregistration trainees who have previously submitted information or documentation regarding a disability (at the start of their preregistration training, for example) should not assume that this will automatically be considered with regards to the examination. Candidates who were granted adjustments at a previous attempt of the registration examination, and who are resitting the examination, should draw this to the Society’s attention when submitting their examination re-entry form, as adjustments will not automatically be applied again.

As per examination regulation 3.3, requests should be submitted no later than *6 weeks before* the examination entry deadline. Therefore documentation relating to the June 2009 sitting must be submitted by **Friday 2 April 2010.**

Applicants should note that adjustments cannot be offered at every examination centre, but the Society will endeavour to ensure that candidates with adjustments are placed at their most convenient centre.

All correspondence should be made for the attention of:

The Examinations Manager
Preregistration Division
RPSGB, 1 Lambeth High Street,
London, SE1 7JN.