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# RCVS Guidance on Reasonable Adjustment for RCVS Examinations

**Introduction**

The Equality Act 2010 requires the RCVS to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment. A reasonable adjustment is an alteration that can be made to enable a person with a disability or other difficulty to complete an examination.

Reasonable adjustment is unique to a particular individual and therefore applicants need to provide as much information as possible to enable us to consider all aspects of your request.

An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the examination.

This document provides guidance on applying for reasonable adjustment.

**Evidence of Reasonable Adjustment requirement**

Applications for reasonable adjustment due to a long-term learning disability (such as Dyslexia) must include an educational assessment/report that meets the following criteria:

* It must be produced by a suitably qualified individual and should summarise the tests conducted, the outcome of these tests and the recommendations.
* The RCVS must receive an original copy of the report and a translated version. This will be returned to you.
* Assessments for special educational needs made before you were sixteen must have been made within two years of the application for entry to the examination or an updated report will be required. If the report was made after your sixteenth birthday then no updated report will be necessary, even if it is more than two years old.
* Applications made for medical reasons must be accompanied by a current medical letter.

It is also important that you make it clear precisely what kind of adjustment is being sought. Possible adjustments to the written examinations include:

Applications for reasonable adjustment must be made as soon as possible and in all cases before the examination entry closing date, or it may not be possible to make the necessary arrangements for you.

**Application for reasonable adjustment**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant details | | | |
| Name: | Click here to enter text. | Reference Number (if known): | Click here to enter text. |
| Email address: | Click here to enter text. | Telephone number: | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Examination details | | | |
| Theory examination: | Click here to enter text. | Practical examination: | Click here to enter text. |
| Examination date (if known): | Click or tap to enter a date. | | |

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| --- |
| Reasonable adjustment details |
| Please provide details of reasonable adjustment you require and the reason for this. |
| Click here to enter text. |

|  |  |
| --- | --- |
| Documentary evidence | |
| I have attached the following document(s) to support my application: | |
| Medical report: | |  |  | | --- | --- | | Yes | No | |
| Statement or letter from qualified medical professional: | |  |  | | --- | --- | | Yes | No | |
| Other (provide details):  Click here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration and Signature  I confirm that the information provided is accurate. | | | |
| Applicants Signature |  | Date | Click here to enter text. |