



# Royal College of Physicians Assessment Unit

## Request for reasonable adjustment form

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If any candidate is unable, through disability, specific learning difficulty, long-term medical condition or other special need, to be assessed by the methods set out in the relevant examination regulations, the Royal College of Physicians (RCP) Assessment Unit may make reasonable adjustments to the examination.

In line with the Equality Act 2010, disability includes (but is not limited to) people who have:

- > physical or sensory impairments
- > specific learning difficulties (e.g. dyslexia and dyspraxia) or other cognitive impairments
- > mental health issues
- > hidden impairments (e.g. epilepsy, respiratory problems or heart conditions)
- > ongoing or fluctuating medical conditions, including unforeseen medical circumstance.

Candidates should complete this form if they are seeking a reasonable adjustment in a component of an examination or assessment on the grounds of a disability, specific learning difficulty, long-term medical condition or other special need (whether temporary or permanent) and return the completed form with supporting evidence from suitable professionals (please see the [Reasonable Adjustments to Examinations policy](#) for further guidance).

Any request for adjustments must be submitted at the time of applying to sit the examination and must include a completed form and supporting documentary evidence. Candidates are advised that failure to contact the RCP Assessment Unit promptly may mean that there will be insufficient time for some or all of any permitted arrangements to be put in place.

Completed forms, together with any supporting evidence, should be uploaded during the application process for the relevant examination. Requests which arise only **after** the application period has closed should be sent to the relevant email address:

Diploma of Geriatric Medicine (DGM):

[DGM@RCP.ac.uk](mailto:DGM@RCP.ac.uk)

Diploma of Tropical Medicine and Hygiene (DTM&H):

[DTMH@RCP.ac.uk](mailto:DTMH@RCP.ac.uk)

Physician Associate National Exam (PANE):

[PAExams@RCP.ac.uk](mailto:PAExams@RCP.ac.uk)

Emails should include "REASONABLE ADJUSTMENTS" in the subject heading.

Personal information on submitted forms will be used by the RCP Assessment Unit only, for the purpose of providing reasonable adjustments for examinations. There may be limited circumstances where information is shared with a third party, please see the confidentiality section of this form for further information. The personal information on this form will only be retained until such time as a candidate has attended all the components of the examination/assessment they have applied for during the relevant assessment period. Once attendance has been confirmed at the relevant components all personal information related to the request for adjustment will be confidentially destroyed/deleted.

Candidates have a right to access their personal data and rectify any inaccuracies. Candidates who would like to exercise these rights, or have any concerns about the way their personal data is being handled, should email the RCP Assessment Unit via [assessment.unit@rcp.ac.uk](mailto:assessment.unit@rcp.ac.uk)

Candidates with a specific learning disability, such as dyslexia, will be required to attach a report from a disability assessor, educational/chartered psychologist, or a specialist teacher with a practising certificate (PATOSS). The report must refer to an assessment undertaken in English after the age of 16.

## Request for Reasonable Adjustment Form

<b>Name of candidate:</b>	
<b>Assessment unit candidate number (if known):</b>	
<b>RCP number (if known):</b>	
<b>Date of submission:</b>	Click or tap to enter a date.
<b>Exam applying to (DGM, DTM&amp;H, PANE):</b>	Choose an item.
<b>Exam component that adjustments are to be applied to (KBA/Clinical/Both):</b>	Choose an item.
<p><b>Nature of disability/impairment</b></p> <p>Please describe the disability, specific learning difficulty, long-term medical condition or other special need that you wish the RCP Assessment Unit to consider in deciding what reasonable adjustment would be appropriate for your examination(s). You must explain how your ability to perform in the examination(s) is affected by your disability, specific learning difficulty, long-term medical condition or other special need.</p> <p>Any documentary evidence provided by a disability assessor/suitable professional (e.g. a medical disability certificate) should be submitted with this form. Candidates with a specific learning disability, such as dyslexia, are required to attach a report from a disability assessor, educational/chartered psychologist, or a specialist teacher with a practising certificate (PATOSS). The report must refer to an assessment undertaken in English after the age of 16.</p>	

**Reasonable adjustments granted for previous examinations**

Please outline any reasonable adjustments that have been granted for examinations you have taken in the past (e.g. during school/university). You should include as much detail as possible, for example, if you were granted additional time, how much additional time was granted, when the adjustments were granted, and for what type of examination.

**Reasonable adjustments required for current examination(s)**

Please list in detail the reasonable adjustment(s) to the examination(s) that you would like to be considered. Please state clearly which examination component you are referring to for all requested adjustments.

### **Consent**

It is possible that the RCP Assessment Unit may need to obtain further information regarding a candidate's disability, specific learning difficulty, long-term medical condition or other special need before being able to decide whether reasonable adjustments can be made. The RCP Assessment Unit seek consent at this point to contact the disability assessor or other suitable medical professional who provided the documentary evidence provided to support your (the candidate's) application if further clarification is needed.

By signing this form candidates are giving the RCP Assessment Unit consent to contact the above individuals for the purposes specified

The RCP Assessment Unit will inform a candidate in advance if it wishes to approach any individual who may be able to provide further guidance in order to provide the necessary support for the candidate's examination.

### **Confidentiality**

The RCP is committed to managing and processing personal data, as covered by the General Data Protection Regulation 2016 (GDPR), securely and sensitively and only with consent. The information provided in this form, and any additional supporting information that you provide, will be held by the RCP Assessment Unit in accordance with this legislation or any equivalent subsequent legislation. It will only be shared with members of a small advisory group if further discussion is required. Please see the [RCP privacy policy](#) for further details.

If reasonable adjustments are granted, they will be communicated to the relevant Examination Board. In relation to the clinical examinations only, it is the decision of the candidate as to whether they wish the reason for the adjustment to be communicated to the examiners and patients.

Please answer all the following:

- I consent to the RCP Assessment Unit contacting my disability assessor/suitable professional for the purposes stated above:
- I consent to the relevant Examination Board being made aware of the reason(s) for my request for reasonable adjustments:
- I consent to examiners and patients being made aware of the reason(s) for my request for reasonable adjustments (Only applicable to requests made for clinical examinations):

Signature (candidate):

Date