



The professional
excellence pathway

Assessment Arrangements for Students with a Disability

FINSIA acknowledges that accepting an enrolment from a disabled student into a qualification program may require some adjustments to be made regarding examinations, and other assessments, in order to accommodate the particular support needs of the individual. It should also be noted that a student who has a disability or a specific learning difficulty, may or may not require special arrangements to be put in place.

By 'disabled student', we mean a student who may have one or more of a wide range of physical, sensory and cognitive impairments and/or other additional needs.

Any special arrangements put in place must not compromise the academic credibility of the assessment/examination, nor put the student at a disadvantage compared to the other students by preventing them from adequately demonstrating their achievement of learning outcomes. Similarly, those special arrangements must not give the student an unfair advantage over the other students.

Students with a Specific Learning Difficulty

In order for us to consider your request for Special Circumstances, please provide an Educational Psychological Report (ideally issued within the last 10 years) or other acceptable written medical evidence to this effect. If a Report was completed before the candidate's 16th birthday, or if circumstances have changed, the candidate should have a "Review Assessment" undertaken by an appropriately qualified practitioner. Regrettably, we cannot act without written evidence.

Please also note that where a photocopy of the required evidence is provided, this must be certified. Regrettably, we cannot act without written evidence.

Given satisfactory evidence, we will allow additional time in the examination up to the recommended time contained within the Report provided. The Report should indicate the degree to which the specific learning difficulty might affect the student's examination performance and make specific recommendations for assessment arrangements.

Where an allocation of extra time for examinations has been detailed, this will normally be up to a **maximum** of 25% unless a lesser amount is deemed necessary on the basis of the independent evidence.

Students with Other Disabilities

The supporting evidence required will vary according to the specific circumstances, but it will generally be from an external agency with detailed knowledge of the student's condition, such as a report from a GP or specialist. Again, regrettably, we cannot act without written evidence.

Given satisfactory evidence, we will allow additional time in the examination up to the recommended time contained within the evidence provided. The evidence should indicate the degree to which the disability might affect the student's examination performance and make specific recommendations for assessment arrangements.

Where an allocation of extra time for examinations has been detailed, this will normally be up to a **maximum** of 25% unless a lesser amount is deemed necessary on the basis of the independent evidence.

Examination Arrangements

In addition to the potential for extra time to be allocated, alternative practical arrangements will be considered to allow students to fulfil their full potential during their examinations. These arrangements will vary but could include the provision of a paper-based examination, large print examination papers or the provision of a scribe. Where the recommendation is that a student is permitted to use a scribe, the standard allocation of extra time will apply.

Conduct of Examinations

It is the responsibility of the invigilator to ensure that examinations are conducted in accordance with the agreed alternative arrangements, including the allocation of extra time. As far as possible in other respects the usual rules for the conduct of examinations are observed.

If a student feels that their individually agreed needs have not been satisfactorily accommodated within the assessment process, they should contact FINSIA at education@finsia.com within **three working days** of the assessment.

Where a disability has not been declared prior to an examination, this cannot be taken into account retrospectively, unless the student has a valid reason for not having declared it.

Academic Transcripts and Qualification Certificates

Where special arrangements within the assessment process have been put in place for students due to a disability, this will not be indicated on their academic transcript or qualification certificate.

Request for Special Circumstances

Requests for alternative assessment procedures should be made to FINSIA **at least one month in advance** of the preferred assessment date, rather than using the online booking system. Requests should be sent to education@finsia.com along with any supporting evidence.

Students should note that late applications may not be accommodated due to the difficulties in making the necessary arrangements at short notice.

Where a request for Special Circumstances has been declined, students may appeal against the decision by writing to the Head of Standards and Education within **seven** days of receiving the decline decision. The appeal decision by the Head of Standards and Education is final.