

RECOMMENDED PROCEDURE FOR CANDIDATES WITH DISABILITIES

Stage 1

Initial examination registration - This is where the candidates would bring their disability to the notice of the FSEB as soon as possible and by no later than the closing date for entries.

Stage 2

Disability report submission - This is where the candidate would have the extent of their disability assessed and reported upon by an appropriately qualified expert in the field of that disability. The report should be no more than 2 years old.

Stage 3

Recommended reasonable adjustment - This is where the FSEB would notify the author of the candidate's disability report about the details and nature of the examination process. The author of the report would be required to provide a supplementary report recommending what reasonable adjustments would be appropriate for the candidate within the examination process. There should be no universal policy about the types of reasonable adjustment/special arrangements that can be applied due to the varying nature of personal circumstances and need. However, it is anticipated that the majority of candidates will be accommodated by extra time of up to 25% of the total examination time.

Stage 4

Lead Assessor and Secretary's endorsement - Where the agreed reasonable adjustment is something other than up to 25% of the examination time, this would require endorsement by the Lead Assessor and Secretary of the FSEB. Other 'reasonable adjustments' could include testing of a candidate in a separate room, at home, or at a hospital.

Stage 5

Inform the candidate - This is where the Secretariat of the FSEB would inform the candidate about the reasonable adjustment they have received for the examination process. With regards to the written examinations, this would include appropriate liaison with the examination supervisor. In relation to the practical tests, this would include advising the Senior Examiner within the candidate's local examination board.