

## **Special Examination Arrangements Policy**

### **1 Introduction**

- 1.1 The University of London International Programmes welcomes applications from those with specific access requirements. The aim of the University is to develop a proactive approach to ensure that services are accessible, and that an inclusive environment is created for all students.
- 1.2 The University of London International Programmes has a strong record of working with students with specific access requirements, ensuring that appropriate arrangements can be put in place where required.
- 1.3 One of the key assessment methods for University of London Programmes is unseen written examinations. Students can sit their written examinations at designated examination centres in more than 140 countries around the world.
- 1.4 The operation of rigorous examination procedures is central to the University. The Special Examinations Arrangements Policy is in place to ensure that special examination arrangement requests are considered in a fair and transparent manner. At the same time, the policy is in place to ensure that special examination arrangements do not give a student an unfair advantage over others, including the students who take their examination under standard conditions.

### **2 Principles**

- 2.1 Special examination arrangements may be approved for students who are unable to sit University of London examinations under standard examination conditions.
- 2.2 Special examination arrangements are offered to enable students to demonstrate their knowledge and competence notwithstanding their disability or other condition.
- 2.3 Special examination arrangements should neither advantage nor disadvantage an examination candidate who has a disability and/or specific access requirements.

### **3 Eligibility**

- 3.1 The following student groups can apply for special examination arrangements:
  - a) Disabled students or students with a learning difficulty (as defined by the UK Equality Act 2010), for which they have a professional assessment ;

- b) Students with a temporary medical condition or illness. It may be a short-term condition for which they have a medical assessment;
- c) Students who are in prison or have travel restrictions, legally imposed or otherwise e.g. those based on oil platforms, or those who are in the army. These students may apply for an alternative location to sit exams;
- d) Students who are pregnant and who may in consequence face difficulties in sitting their examinations under standard examination conditions.

3.2 In the UK Equality Act 2010 defines disability as:

- A physical or mental impairment
- An impairment which has a substantial adverse effect on the person's ability to carry out normal day-to-day activities and is likely to last more than 12 months.

#### **4 Applying for special examination arrangements**

4.1 In order for the University to consider an application for special examination arrangements, students are required to provide the following supporting documents as evidence of their condition:

- a) Completed disclosure form;
- b) Up-to-date medical certificate regarding their condition or an educational psychologist report if the student has dyslexia or other learning difficulty;
- c) Any other pertinent information.

4.2 If a student has been diagnosed with a specific learning difficulty or dyslexia they will be required to provide an assessment report from a chartered psychologist, or equivalent; preferably an educational psychologist.

4.3 The assessment of a specific learning difficulty or dyslexia should be undertaken after the student is 16 years of age. A student may be required to provide an up-to-date assessment report if the report is considered not to be current.

4.4 The assessment report provided by the relevant professional should indicate the ways in which, and the degree to which, the condition might affect the candidate's performance in examinations.

4.5 Any medical evidence or assessment report submitted must be on headed paper with the contact details of the relevant professional. The University will accept scanned copies of medical evidence or assessment reports documents; however, original hard copies may be requested at a later stage.

- 4.6 The University may contact the relevant professional who provided the evidence for any clarifications, as stated in the confidentiality statement.
- 4.7 Applications for special examination arrangements must be made by the individual student. Students must make sure to agree to share information about their arrangements with relevant University staff and their examination centre when completing their disclosure form. Applications made by a third party will be considered only in exceptional circumstances.
- 4.8 It is the student's responsibility to apply to the University in good time if they wish to be considered for a special arrangement in forthcoming examinations.
- 4.9 Applications for special examination arrangements that are not made online should be sent with supporting evidence to the Inclusive Practice Manager.

## **5 Deadlines for applying for special examination arrangements**

- 5.1 When applying for admission to a programme of study, the applicant is encouraged to disclose any specific access requirements and/or disability with their application. This is to make sure that there is adequate time for the special examination arrangements application to be considered.
- 5.2 If a student's circumstances change after applying to the University, resulting in the need to apply for special examination arrangements, they are strongly advised to apply as soon as the details of their condition are known.
- 5.3 In all cases, applications should reach the University as soon as possible and not later than:
- 1<sup>st</sup> February for May – June examination session
  - 1<sup>st</sup> August for the Autumn examination session
- 5.4 If a condition arises from a sudden accident or illness, candidates must apply not later than:
- 1<sup>st</sup> April for May – June examination session
  - 1<sup>st</sup> August for the September Law resits
  - 1<sup>st</sup> September for October – November examination session
- 5.5 If a condition arises from a sudden accident or illness after the dates given in paragraphs 5.3 and 5.4, and the candidate believes this will

affect their examination performance, an application for mitigating circumstances can be submitted to the Examiners Board for their consideration.

## **6 Consideration of special examination arrangements requests**

- 6.1 Applications for special examination arrangements are overseen by the Inclusive Practice Arrangements Panel (or the Inclusive Practice Manager, if designated) and granted on behalf of the University.
- 6.2 When considering an application for special examination arrangements, the academic learning outcomes will be taken into account, in addition to the applicant's particular circumstances and the medical and other professional evidence provided.
- 6.3 The University will not necessarily grant all arrangements as requested, but will make a decision that ensures as much parity as possible is maintained for all candidates sitting the examination(s).
- 6.4 The University reserves the right to reject some or all medical advice or other professional submissions.
- 6.5 The nature of the special examination arrangement will be determined according to the particular needs of an individual candidate. A disability or other medical condition may be experienced differently by different people in the way it affects their examinations. The University's decision will take account the evidence provided, the learning outcomes, assessment aims and logistics of each case, so a candidate should not expect their own arrangement to be necessarily the same as that of another candidate.
- 6.6 Applicants will be informed of the University's decision and any special examination arrangements approved in writing.
- 6.7 When candidates are informed regarding their special examination arrangement, they will also be advised if the granted arrangements are applicable for only one examination period.
- 6.8 The arrangements granted to a student may be applicable for only one examination period. The University may need to review a candidate's arrangements for any future examinations and request updated medical evidence.
- 6.9 If a student has a temporary special examination arrangement and wishes it to continue, the student will be required to apply again with new/updated medical evidence.
- 6.10 The University will inform the relevant examination centre about the particulars of a candidate's special examination arrangements. However, all candidates with special examination arrangements are

strongly advised to contact their examination centre in advance of their exam session to confirm that their arrangements can be accommodated.

- 6.11 Any special examination arrangements granted by the University will be made only if the examination centre can make those accommodations.

## **7 False claims**

- 7.1 Submitting a false claim for a special examination arrangement could be regarded as an attempt to gain an unfair advantage, which would be an academic offence that would be dealt with under the University of London's Code of Student Discipline.

## **8 Changing special examination arrangements**

- 8.1 The University should be informed of any change in requirements for a student with previously agreed special examination arrangements. Appropriate evidence to support the change in arrangements should be included when informing the University.
- 8.2 The University must be informed of any special examination arrangements no longer required. Failure to do this will be considered as a false claim and it will be dealt accordingly.

## **9 Inclusive Practice Arrangements Panel**

- 9.1 The Inclusive Practice Arrangements Panel is remitted to consider requests for special examination arrangements. The Panel is chaired by the Associate Director of Assessment and Awards and is constituted of staff members with relevant expertise such as the Associate Director of Learning Resources, the Deputy Head of Student Assessment, the Head of Quality, the Inclusive Practice Manager, a member of staff with appropriate operational knowledge and a medical professional, if required.
- 9.2 The Inclusive Practice Arrangements Panel may, at its discretion, reconsider a decision on an application from an individual candidate in cases where:
- a) An applicant requests such reconsideration and provides evidence in support of his/her application which s/he was unable, or for good reason, unwilling to divulge before the Panel reached its decision;
  - b) Where there is evidence of administrative or procedural error.

## **10 Appeals**

- 10.1 An appeal against the Inclusive Practice Arrangements Panel's decision may be made in writing and lodged with the Inclusive Practice

Manager within 14 days of the notification to the candidate of the decision of the Inclusive Practice Arrangements Panel.

- 10.2 The Chair of the Inclusive Practice Sub-Committee (or other person designated by him/her), a member of the Inclusive Practice Sub-Committee who was not a member of the Inclusive Practice Arrangements Panel that took the decision, and the Chair of the relevant Board of Examiners shall consider the appeal and are authorised to vary any special arrangements approved by the Inclusive Practice Arrangements Panel.

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