

Institute of Risk Management EP3 Special needs and access arrangements policy



Special arrangements

Wherever possible, IRM will provide exam arrangements that take account of students' special requirements. Requests for special arrangements must be submitted by **28 February** for the June exams and by **31 July** for the November exams.

Special arrangement applications must include:

- details of the circumstances surrounding the special requirements
- details of the required amendments to the exam arrangements
- independent documentary evidence of the condition/circumstances upon which the application is based upon.

All applications must be made using the Special Arrangements application form.

Documentary evidence will usually take the form of a doctor's letter. It must:

- confirm that the student is suffering from a particular condition
- give specific details of the likely length of time for which the student will need special arrangements
- make a recommendation as to how the exam arrangements should be amended, e.g. the proportion of additional time required; changes to the venue, etc.

Failure to submit the relevant evidence with the application may result in IRM rejecting a special arrangements request.

In the event of continuing conditions, case details will be held on file and appropriate arrangements will be made at each exam diet wherever a student submits an exam entry application form and within it alerts the Institute that such arrangements are needed.

Every effort will be made by IRM to accommodate student applications and students will be advised in writing of any special arrangements made.

Circumstances constituting a special requirement that are not reported to IRM, as specified, will not subsequently be considered under the extenuating circumstances policy.

Reasonable costs arising through special arrangements will normally be absorbed by IRM. However, wherever possible IRM will attempt to reduce such costs by, for example, asking the student to sit their exams at the place of their employment. In some circumstances, in order to accommodate special arrangements, IRM may require the student to sit their exam at a venue that is not their preferred option.

Students with dyslexia

IRM will provide exam arrangements that take account of the needs of individual dyslexic students. This is to ensure that students are not disadvantaged in their assessment. Students with dyslexia must supply an adult assessment report undertaken by a chartered psychologist. This assessment should have been conducted after the student's eighteenth birthday. This report is used as evidence of a student's condition and to identify specific ways in which IRM can help the student, for example, provision of a word processor.

The adult assessment report can only be used to allocate additional examination time outside the norm if it specifically states how much additional time should be awarded. Where the adult assessment report does not fulfil these criteria, the student will be required to support their application with independent documentary evidence. This evidence must be supplied by a specialist teacher, an educational psychologist or other appropriately qualified professional.

A maximum of 25% additional time may be given for students with dyslexia. Certain circumstances may require further consideration with regard to other allowances, e.g. breaks in the exam.

Students with writing problems

Writing problems resulting from arthritis, RSI, tendonitis and back/neck pain may have a maximum award of an additional 30 minutes exam time. Certain circumstances may require further consideration with regard to other allowances, e.g. breaks in the exam.

Students with vision problems

IRM is also able to offer enlarged print papers to students with sight problems. Students who request enlarged print papers are advised to make their requirements very clear with regard to format and size of the exam paper.

Use of an amanuensis

An amanuensis, or scribe, may be made available to students where an application is made with appropriate supporting medical documentation.

On receipt of such an application the Institute will consider the evidence supplied and make a decision on whether an amanuensis may be appointed. This appointment will be discussed with the student.

Where the use of an amanuensis is permitted, the student will be required to sit the exam in a separate room from other students. IRM will discuss the situation with the student for each individual application. It may be that the Institute will be able to arrange such a venue or the student could take the exam at their place of employment, if this is deemed appropriate.

The amanuensis should be made aware of the regulations of the exam and, where the exam is sat at a standard venue, they should alert the invigilator to any malpractice during the exam. However, it is most likely that the amanuensis will take responsibility for the invigilation of the exam. Each case will be considered on its own merits.

Reasonable costs arising through the need for use of an alternative exam venue will normally be met by IRM. However, in some cases any additional costs will be the responsibility of the student. IRM will inform the student of any additional costs to be paid by them when their application is reviewed.

Where a student is working with an amanuensis, an additional 45 minutes may be made available to the student. This time may be used during the exam itself for checking grammar and punctuation and for reading back dictated text.

Guidance on the use of an amanuensis

The role of the amanuensis is to write the words supplied by the student taking the exam. A word processor is not to be used. The amanuensis must write the student's words exactly as they are given and he/she must not offer any advice on wording or comment on wording supplied, although he/she may read back to the student what they have written. The student may know the amanuensis but he/she should not be a close personal or professional colleague. It is also advisable that the amanuensis is familiar with the language used in risk management. The student may wish to practice with the amanuensis before the exam date.



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