# **Reasonable adjustments**

**Purpose**: This form is for candidates who wish to apply for reasonable adjustments to be made to an RPS assessment

**Definition: Reasonable adjustments** are adjustments made to the delivery of the assessment, which do not change the standard of the assessment, to make sure candidates with disabilities aren’t substantially disadvantaged.

**Section 1 - Key things to remember:**

* If you have a disability, as defined by the [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents), we may be able to make reasonable adjustments to your assessments
* We can only make adjustments to the arrangements, not to the standard, of the assessment
* Temporary circumstances that might affect your performance in the assessment, such as illness, pregnancy or bereavement, are not covered by this form. Contact [education@rpharms.com](mailto:education@rpharms.com) if you are currently affected by these temporary circumstances.
* For more information, please refer to the assessment regulations for the relevant pathway:
  + Post-registration Foundation assessment regulations
  + Core Advanced assessment regulations
  + Consultant pharmacist assessment regulations

**Section 2 - How do I apply?**

* Complete the form below or, alternatively, you can send us an email with the information required.
* Email your information to [education@rpharms.com](mailto:education@rpharms.com%20?subject=Reasonable%20adjustments%20application)
* We will acknowledge receipt of your application by email and will contact you directly about the application within seven working days.
* The form must be submitted at least **four weeks** prior to any assessment for which you would like reasonable adjustments to be considered.
* Late requests for reasonable adjustments cannot be considered.

**Section 3 - What information do I need to submit?**

* Your contact information.
* The assessment(s) for which you are applying for reasonable adjustments to be made.
* The nature of your disability.
* How your disability specifically affects your ability to undertake the specific assessment(s) (try to give as much detail as you can).
* The reasonable adjustments you are requesting to be made to the assessment(s) (please be as specific as you can e.g. state the % of additional time you are requesting).
* Supporting evidence of your disability and reasonable adjustments
* For candidates with a specific learning disability, such as dyslexia, you will require a report from a registered educational/chartered psychologist or a specialist teacher with a practising certificate, which needs to be undertaken in English after the age of 18. The report should explicitly state the reasonable adjustments recommended by the professional.
* For candidates with a medical condition, you will require evidence from a registered medical practitioner, such as your GP, which details the nature of your disability and, if possible, what reasonable adjustments they recommend
* As part of our quality assurance processes, we may contact the professional to check the authenticity of the evidence provided.
* The reasonable adjustments you have received in previous assessments e.g. at university.

**How will my sensitive information be handled?**

* Information provided in your reasonable adjustments application will be treated as confidential.
* Information will be stored in compliance with the RPS GDPR policy.

**Reasonable adjustments - Candidate application form**

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| --- | --- | --- | --- |
| **First name** |  | | |
| **Last name** |  | | |
| **Candidate number** |  | | |
| **Email address** |  | | |
| **Assessment type (select with an X)** | Post-registration Foundation |  |  |
| Core Advanced |  |  |
| Consultant |  |  |
| **Nature of disability** |  | | |
| **Reasonable adjustments requested(s)** |  | | |
| **Supporting evidence you are submitting (attach this evidence to your submission)** |  | | |
| **Previous reasonable adjustments you have had granted e.g. at university** |  | | |

Pease submit your form and supplementary evidence to [education@rpharms.com](mailto:education@rpharms.com%20?subject=Reasonable%20adjustments%20application)