



Patron
Her Majesty The Queen

**The Royal Institute
of Public Health**

RIPH 4.2

REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY AND PROCEDURE

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1. INTRODUCTION

In line with RIPH's Equal Opportunities Policy, this document outlines the policy and procedures for candidates that have special requirements for examination administration.

2. REASONABLE ADJUSTMENT/SPECIAL ARRANGEMENTS

RIPH will consider a reasonable adjustment/special arrangement for any candidate with a permanent (at least for the period of the study and assessment) difficulty that a candidate experiences in taking assessment. This difficulty is therefore pre-known to the candidate and can be supported with evidence. (See: extenuating circumstances of unexpected difficulties that may arise during the assessment process).

Common types of difficulties would include:

- Visual impairments
- Hearing impairments
- Communication difficulties
- Learning difficulties such as dyslexia
- Physical difficulties
- Mental Health needs
- Medical conditions such as back ache, pregnancy etc.

2.1 Policy and Types of Reasonable Adjustment

Assistance to candidates will normally fall into one or more of the following four classifications:

- a. Time or Place. Candidates may sit their tests at separate times or places if exceptional circumstances prevail, but only by prior arrangement with RIPH.

The Centre must ensure that an additional invigilator is appointed to oversee any candidate who is separately accommodated in a specially arranged examination.

- b. Interpretation. Examinations are normally written in English. In the case of candidates being unable for any reason to understand the written paper, an interpreter or amanuensis/ "scribe" may be arranged. Mother tongue dictionaries are permitted but technical dictionaries are not.

Any scribe or assistant must not be a specialist in the subject being tested. S/he must read out the question without undue emphasis, which might prompt the candidate, and write the answer down in the exact words given by the candidate.

- c. Physical Disability

A word processor *may* be allowed for use during the exam. If so:

- (i) it should be provided by the Centre (not the candidate's own).

- (ii) any candidate using a word processor should be separately invigilated by someone competent to ensure that the computer is clear of any files or programmes which might be accessed by the candidate.
- c. Extra Time. Candidates may be granted up to 25% extra time in which to sit an examination, if it can be shown that physical or learning disability could prevent the candidate from completing the examination in the allotted time.

2.2 Administration of Reasonable Adjustment/Special Arrangements

Medical Certificates and Reports by doctors will not be required by the RIPH (unless specifically requested) however, Centres should demonstrate that they have access to such evidence to ensure a claim is legitimate.

The Centre must apply to the RIPH Qualifications Department in writing at the time of booking the examination by completing a ‘Special Arrangement Form’ for each candidate to whom they wish RIPH to authorize a reasonable adjustment, which is available from the RIPH website www.riph.org.uk.

The RIPH will then discuss the case with the Centre if necessary and authorise the use of a method of assistance suited to the type of difficulty. The RIPH will confirm approval by returning the completed “Special Arrangement Form” for each candidate.

The Centre must ensure that the approved “Special Arrangement Form” is stapled to the completed candidate’s answer script on return to RIPH.

The Centre is responsible for carrying out the agreed arrangements, including the recruitment and payment where applicable of other assistants if these are necessary.

3. SPECIAL CONSIDERATION OF EXTENUATING CIRCUMSTANCES

RIPH will give special consideration to candidates who suffer from extenuating circumstances such as temporary illness, injury or indisposition at the time of assessment.

Any centre who wishes RIPH to take into consideration a candidates extenuating circumstances, (e.g. illness, personal difficulties, difficulties during the examination), during the awarding process must either complete the section on the Invigilator form at the time of assessment and return this to RIPH with the candidate scripts or alternatively, after the assessment, write explaining the circumstances and attaching supporting evidence (e.g. doctors certificate) directly to the Qualifications Operations Manager at RIPH within one week the date of the assessment taking place.

Any correspondence received after one week of the date of the assessment will not be considered.

Candidates may not apply directly for special consideration; all communication must be conducted via your approved delivery centre.

Discussions on special consideration will not be entered into over the telephone or email – all correspondence must be conducted in writing.

Candidates and centres are strictly instructed **NOT TO ATTACH ANY CORRESPONDENCE OR WRITE ON** their script. Any breach of this rule will result in the script being considered “null and void” and awarded 0% (F grade).

Correspondence regarding special consideration will only be entered into directly with the approved study centre, not with individual candidates, colleagues, family or groups.

RIPH QUALITY ASSURANCE PROCESSES

Assessment methodology will not be adjusted and a candidate’s results will not be aggregated unless the assessment methodology for the qualification allows.

RIPH Examiners will be unaware of any candidate who has received reasonable adjustments or who has applied for special consideration. Examiners will mark candidate scripts strictly to the interpretation of the marking scheme.

Candidates with reasonable adjustment will be given no further consideration by the examination board as the adjustment itself will be deemed adequate to provide the candidates with an equal opportunity of achieving a pass. However it should be noted that RIPH carries out regular monitoring and evaluation of its reasonable adjustment policy to ensure its appropriateness.

Special consideration candidates who fail within 5% of the pass borderline will be given further consideration by the Chief Examiner and adjustments will be made as part of the awarding decision should the Chief Examiner feel this is appropriate. However, the underlying principle will be that candidates can only be marked on the answers they have demonstrated and RIPH cannot make any judgement of what the candidate might have written.

Neither results lists nor any certificate awarded will carry any reference to special conditions under which an examination may have been taken.

Exam boards will consider the pass rates of candidates with reasonable adjustments and special consideration to ensure the adjustments and decisions are both fair and consistent over time.