

THE FEDERATION OF THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM

SPECIAL EXAMINATION ARRANGEMENTS

Introduction

- 1 If any candidate is unable, through disability or other special need, to be assessed by the methods set out in the Regulations, the MRCP(UK) may make reasonable adjustments to the examination.
- 2 The nature of these adjustments will vary in terms of the nature and extent of the candidate's difficulty or disability, and the individual requirements of the examination, but will be to the purpose that no candidate is disadvantaged in their examinations by virtue of their disability or other special need.
- 3 In considering requests for adjustments, the MRCP(UK) also has a responsibility to ensure that the integrity of the examination is preserved; that special arrangements made for any candidate do not give that candidate an unfair advantage over other candidates, or could give rise to a misleading impression of that candidate's performance in the examination.

Procedures

- 4 Any candidate who has a physical disability, learning disability or any other special need that they believe could affect their performance in an examination may be entitled to special arrangements. All such candidates should inform the MRCP(UK) of this at the time of each application, by indicating this in the 'special arrangements' area of the application form, whereupon they will be contacted by the relevant administration office.
- 5 Candidates whose need for special arrangements only occurs after the submission of their application (due to sudden illness or accident) must contact the MRCP(UK) as soon as practicable.
- 6 Candidates are advised that failure to contact the MRCP(UK) promptly may mean that there will be insufficient time for some or all of the permitted arrangements to be put in place.
- 7 In all cases the candidate will be required to submit full written details of any special need they wish to be taken into account to the MRCP(UK) Central Office at the time of their first application, or where the nature of the disability or need changes over time. This must include comprehensive supporting evidence by an appropriate authority (ie. the candidate's registered GP). In cases of dyslexia or any other learning disability, the Central Office will require a Psychological Assessment Report made by a qualified educational psychologist, which must have been conducted after the candidate was sixteen years of age.

Consideration of Arrangements

- 8 Where the MRCP(UK) has an established precedent for an adjustment for a particular disability or special need the case will be considered by the Head* of the relevant administration office. Where there is no precedent for a requested adjustment, or for a particular disability or special need, the case will require further consideration.
- 9 Where the MRCP(UK) has no precedent for an adjustment for a particular disability or special need, or where the adjustment requested is more significant than any previously permitted for that disability or special need, then the case must be considered by the Chair of the relevant Examining Board. To ensure consistency, the Chair of another Examining Board must also support the adjustment before it may be considered to be approved.

- 10 It is accepted that the following adjustments may be approved if the candidate's circumstances justify such action:
- An extension of the normal registration period between the completion of MRCP(UK) Part 1 and the completion of MRCP(UK) Part 2 Written or Clinical (PACES);
 - Enlargement of exam scripts or materials;
 - The use of a scribe or an amanuensis;
 - The use of an appropriate aid during the clinical examination;
 - Additional time allowed for assessments.

This is not an exclusive list but indicative of the most common adjustments made for MRCP(UK) examinations.

- 11 Candidates will be notified in writing of any adjustments that have been permitted for their examinations.
- 12 The MRCP(UK) Part 2 Clinical Examination (PACES) is regarded as a competence test, in that the method of the assessment is as important as the knowledge being tested in the assessment. Any adjustments made for the PACES examination must maintain the integrity and validity of this assessment.
- 13 Any adjustment that would involve a change to the format of any part of any MRCP(UK) examination shall be considered by the MRCP(UK) Management Board. Similarly, the MRCP(UK) Central Office or any MRCP(UK) Examining Board may seek the advice of the MRCP(UK) Management Board if a case raises issues of policy.
- 14 In all cases the MRCP(UK) reserves the right to take independent advice to ensure that any proposed arrangements are appropriate and in accordance with any applicable legislation.
- 15 Details of all requests for adjustments on the grounds of disability or other special need, and the adjustments that were approved (if any), shall be regularly reported to the Academic Quality Management and Research Committee for the purposes of monitoring and review.

Appeals

- 16 Where a candidate does not believe the adjustments they have been granted are reasonable, they may ask for their case to be reviewed by the MRCP(UK) Medical Director. His decision will be final.

* In these procedures, all MRCP(UK) staff referred to may nominate an appropriate person to act on their behalf.