Requests for Alternative Examination Arrangements

2017-18
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Guidance for Leicester Medical School students on requests for Alternative Examination Arrangements

1. Students with disabilities are supported centrally via the AccessAbility Centre.

2. The Department has an AccessAbility Tutor who acts as the named contact for both the AccessAbility Centre and students in the Department who require course-specific advice regarding their disability.

3. Alternative Examination Arrangements are requested by the AccessAbility Centre for students with Specific Learning Difficulties.
   - To ensure that all students receive appropriate support throughout their degree, all Year 1 MBChB students are invited by Leicester Medical School to complete an online Specific Learning Difficulty (PICO) screening by 22 September 2017.
   - Students with positive results – indicating the probability of a learning difficulty – will be emailed by Leicester Medical School and advised to contact the AccessAbility Centre for further assistance. The PICO report is included in this email and the AccessAbility Centre will be Cc’d into the message.
   - Students who complete a PICO screening by 22 September 2017 and test positive will be granted a one-time only, provisional 25% extra time examination arrangement for their next assessment period or until the AccessAbility Centre and Leicester Medical School jointly confirm the actual conditions required. Year 1 students who complete a PICO screening after 22 September 2017 and students in Year 2 and above who complete PICO screening at any point may still be referred to the AccessAbility Centre but will not receive provisional arrangements.

4. Alternative Examination Arrangements can be made by the Department for students with acute or long-term health medical conditions, on receipt of appropriate supporting medical documentation.

5. In order to ensure provision of the most appropriate support, the Alternative Examination Arrangements Panel will seek advice, where appropriate and with consent of the student, from other services, e.g. Occupational Health and Medical School Student Support Unit.

6. An Alternative Examinations Arrangements Panel will meet as required, but no less than once per semester, to consider arrangements for students requiring reasonable adjustment for disability for forthcoming examinations.

7. The Alternative Examination Arrangements Panel will notify the Medical School Student Support Unit of those students requiring Alternative Examination Arrangements for reasons of ill-health.

8. The Alternative Examination Arrangements Panel will operate in the light of the
Gateways guidance† provided by the GMC.

9. An appropriate record will be kept of all students requiring special arrangements (reasonable adjustment) for assessments.

10. The Alternative Examination Arrangements Panel will review, where appropriate, Alternative Examination Arrangements made for students for preceding assessments, such as in the case of temporary adjustment for acute conditions.

11. Adjustments can be made only if the Department receives instruction from the AccessAbility Centre, or the student’s doctor in the case of chronic health conditions, at least one week (seven days) prior to the assessment date. In the case of acute health conditions, the Department will endeavour to deliver appropriate support in the light of appropriate medical evidence.

12. Adjustments for Specific Learning Difficulty (such as dyslexia, dyspraxia or a combination thereof) will be made in line with those permissible for the UK Foundation Programme (FP) Situational Judgment Test (SJT). All MBChB graduates wishing to enter Foundation Training, and thereby achieve full registration with the GMC and therefore the ability to practice, must apply to the FP. Selection is decided by ranked medical school performance plus an SJT taken by all applicants to the FP in a given year. The FP makes limited adjustments to the examination arrangements. For time-related adjustments the maximum adjustment is 25% (total).

- [http://www.foundationprogramme.nhs.uk/pages/home/how-to-apply/SJT-FAQs point 19 with link therein](http://www.foundationprogramme.nhs.uk/pages/home/how-to-apply/SJT-FAQs)

The Medical School has a duty to prepare students for the SJT and to ensure that adjustments made throughout the MBChB programme are compatible with adjustments permissible at this key stage. Other adjustments such as covered overlays as suggested by an appropriately trained Educational Psychologist are permissible for written examinations.

Time-related adjustments are not typically made for Objective Structured Clinical Examinations as they directly replicate clinical practice.

* [http://www2.le.ac.uk/offices/ssds/accessability/practical-support/departmental-support-1](http://www2.le.ac.uk/offices/ssds/accessability/practical-support/departmental-support-1)
How do I submit my documentation or request?

Please submit your request for Alternative Examination Arrangements along with supporting documentation to the Assessment Team via the School Office, or via email at AEAPanel@le.ac.uk or via our online form: https://www2.le.ac.uk/departments/medicine/regulations/forms/aea-request/fg_base_view_p3.

How will I know what adjustments have been granted?

The Assessment Team will contact you in writing on behalf of the Alternative Examination Arrangements Panel to confirm what adjustments you have been granted.
Overview of the Specific Learning Difficulty referral process

1. **Online PICO screening** undertaken
   - PICO results received by Assessment Team. Student notified of outcome & referred to AccessAbility Centre (AAC) if result is positive & shows probability of learning difficulty (LD).
   - AAC is Cc’d into the email which includes a copy of the report.

2. **Yr1 students** who test positively by 22/9/2017 receive provisional 25% extra time allowance for their next assessment period pending the return of full report from AAC. This is available once only.
   - **ALL STUDENTS MUST COMPLETE THE AAC REFERRAL PROCESS TO BE CONSIDERED FOR ANY FURTHER SUPPORT FOR LEARNING DIFFICULTIES.**

3. Student contacts AAC to make appointment (appt) with Study Adviser to discuss screening test.
   - High probability of LD = 30 min appt
   - Low probability of LD = 1hr appt
   - During appt student also completes a dyspraxia questionnaire & completes relevant finance forms for a follow-up formal appt with educational psychologist.
   - Cost - £325
   - Funding - means-tested

4. If assessment is positive, student completes DSA application form, is issued with an Assessed Work Cover Sheet and a Library Memo.
   - AAC forwards Alternative Examination Arrangements (AEA) paperwork to the Medical School and student.
   - AEA Panel approve or adjust AAC AEA recommendations in-line with Leicester Medical School policy.

5. If assessment is negative, AAC forwards Alternative Examination Arrangements (AEA) paperwork to the Medical School and student.

6. AAC invite student to follow-up feedback appt with Study Adviser.

7. Formal appt lasts 2 hrs, 2-3 weeks later the formal report is submitted to AAC.

Allow minimum of one month for completion of this process.
Points of contact

Dr Diane Hudman,
AccessAbility Tutor
Tel: 0116 223 1545
Room 2.09, Centre for Medicine
Email: dh35@le.ac.uk

You can arrange to see Dr Hudman if you have any specific queries about how your disability impacts on your ability to meet your course requirements and to explore what adjustments may be possible.

Assessment Team
Tel: 0116 373 6201
Room 2.69, Centre for Medicine
Email: AEAPanel@le.ac.uk

You contact staff in the Assessment Team for general guidance on how to request Alternative Examination Arrangements or updates on previously submitted requests.