MBChB
Requests for Alternative Examination Arrangements

2014

http://www2.le.ac.uk/departments/msce/undergraduate/medicine
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Guidance for Students on Medical School processes for the consideration, management and administration of 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.
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 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. The overarching remit of the School is to ensure that all graduates of the MBChB course are fit to practice as Foundation Year doctors. Provision of support, including Alternative Examination Arrangements, will be made in this context.

* [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)
Points of contact

Dr Laura Mongan, AccessAbility Tutor

You can arrange to see Dr Mongan 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.

Miss Stephanie Maksimovic, Alternative Examination Arrangements Administrator

How do I submit my documentation or request?

Please submit your documentation supporting your request for Alternative Examination Arrangements to Miss Maksimovic via the Medical Student Enquires Office, or via email at ssm4@leicester.ac.uk.