

# Joint Surgical Colleges Fellowship Examination

## REASONABLE ADJUSTMENTS POLICY

### Reasonable Adjustments to Examinations

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

If any candidate is unable, in line with the Equality Act 2010, to be assessed by the methods set out in the JSCFE Regulations, then the JSCFE may make reasonable adjustments to the examination.

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 by virtue of their disability or other special need. Reasonable adjustments should not compromise competency standards required for all. Surgery is a craft specialty and will place some restrictions on types of disabilities that can be 'reasonably' accommodated.

An adjustment may not be considered reasonable if it involves unreasonable costs and in considering requests for adjustments, the JSCFE has a responsibility to ensure that the integrity of the examination is preserved.

Any candidate who requires reasonable adjustments is required to declare this at the time of application, and will be asked to submit full written details of any reasonable adjustments they wish to request. Candidates whose need for special arrangements only occurs after the submission of their application must contact the JSCFE Central Administration as soon as practicable but within 20 working days' in advance of any examination to ensure permitted arrangements can be put in place.

Requests for reasonable adjustments can only be made prospectively. Retrospective requests relating to acquired illness/conditions current at the time of the examination but undiagnosed until after the examination will not routinely be accepted but will be considered on a case by case basis.

Failing candidates will receive feedback which will stress that they have to present themselves fit and prepared and will be asked to consider, alongside their Principal Referee (Programme Director/Head of Department), whether they may have any condition requiring reasonable adjustments, and if so to seek evidence to support this before any subsequent attempt at the examination.

### Consideration of Arrangements:

**1. The provision of a paper version of the test:**

*The Section 1 test is designed for computer delivery and marking. Surgeons are required to use computer based medical records on a daily basis and so a candidate who suggested that they would require a paper version would need to be able to demonstrate what adjustments are made for them in the workplace to accommodate this.*

**2. The provision of extra time:**

*If a diagnosis of dyslexia has been made with a recommendation for extra time, 25% extra time will be added for any reading component in the examination. The candidate will be required to submit a report from an educational/chartered psychologist which endorses this. If the recommendation exceeds a request for 25% extra time then all of the raw data and test scores must be submitted in addition to the final report.*

**3. The use of a coloured overlay:**

*Candidates who require to use a coloured overlay are required to declare this giving 20 working days' notice in advance of any examination to ensure permitted arrangements can be put in place.*

**4. The use of text to speech software:**

*JSCFE is unable to offer this as a reasonable adjustment due to the complexity of different types of questions, medical terminology and test security considerations.*

This is not an exclusive list but indicative of most common adjustments made for JSCFE examinations.

In all cases the JSCFE reserves the right to take independent advice to ensure that any proposed arrangements are appropriate and in accordance with any applicable legislation.

### Confidentiality

All information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

### Responsibility

Overall responsibility for this policy and its implementation lies with the JSCFE.

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Policy No. OP9 v1.1

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