



**UNIVERSITY  
OF LONDON**

**Inclusive Practice**

# **EXAMINATION ACCESS ARRANGEMENTS POLICY**

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## **1. About this document**

- 1.1 Unseen written examinations are one of the key assessment methods for University of London. Students can sit their written examinations at designated Examination Centres in more than 180 countries around the world. The operation of rigorous examination procedures is central to the University.
- 1.2 This document is part of the suite documents provided for students with access requirements. It outlines the processes for requesting access arrangements for your examinations.
- 1.3 We would consider your requests within the scope and remit of our Inclusive Practice Policy. This document should be consulted alongside the Inclusive Practice Policy and the Access Arrangements Handbook for Students.

## **2. Overview**

- 2.1 Sitting unseen timed written examinations for some programmes are the principal form of assessment. The University of London's established examination process requires that examinations should be sat at Examination Centres.
- 2.2 If written examinations are a requirement of the programme, you are not required to sit those examinations each year. You should sit the examinations as and when you are fully prepared to do so, within the overall period of registration.
- 2.3 Written examinations are held on specified dates during the academic year. No adjustment to the examination timetable can be made by us.
- 2.4 It is a student's responsibility to submit an examination entry so that they can enter for their examinations. Details for this are on the website: <https://london.ac.uk/current-students/examinations>

## **3. Principles**

- 3.1 We will make any reasonable effort to make access arrangements to enable you to sit examinations for your programme if you have disclosed a disability or specific access situation.
- 3.2 Through our Inclusive Practice Policy and procedures we ensure that access arrangement requests for examinations are considered in a fair and transparent manner. We ensure that any access arrangements for examinations do not give a student an unfair advantage over others,

including the students who take their examination under standard conditions.

- 3.3 We consider access requirements for examinations on a case-by-case basis, with particular reference to the evidence provided, the learning outcomes, assessment aims and logistics of each case.
- 3.4 Access arrangements for examinations are not intended to compromise the qualification itself. The University will not modify the particular academic standard which it applies to determine whether or not students have a particular level of competence or ability. The University will not amend the schedule of examinations or any aspects of the assessments to accommodate access requirements for examinations.

## **4. Eligibility**

- 4.1 Students with access requirements may apply for access arrangements for examinations.
- 4.2 As described in our Inclusive Practice Policy, we consider access requirements and make reasonable adjustments for students with disabilities/learning difficulties or specific access situations such as students with a temporary medical condition, pregnant students or those with travel restrictions.
- 4.3 Examples of the ways in which we have previously been able to assist students during the examinations include:
  - examination question papers in alternative format, such as in large print and on coloured paper
  - special seating
  - a private room in which to sit examinations
  - extra time
  - use of a scribe
  - use of a word processor
  - breaks during the examination
  - permission to take food into the examination hall

## **5. Applying for access arrangements for examinations**

- 5.1 We strongly recommend that you make disclosure of your access requirement at the application stage to help us to facilitate you to sit examinations. You can do so by completing the Access Requirements Disclosure Form which is part of your application form.
- 5.2 It is important that you provide all evidence related to your access requirements at the same time that you submit your application form.
- 5.3 If you are eligible to study with us, we will then be able to tell you what access arrangements we can make as early as possible. We will contact you to discuss any arrangements you may need.
- 5.4 Disclosure of your disability or specific access situation and a request of any access arrangements needs to be in a timely manner. This would allow us to consider and make any access arrangements to support you to sit our examinations. Please refer to section 9 for further advice on deadlines for applications for access arrangements for examinations.
- 5.5 It is your responsibility to apply for any examination access arrangements. Applications made by a third party will be considered only in exceptional circumstances.

## **6. Supporting evidence you need to provide**

- 6.1 When disclosing a disability/learning difficulty or specific access situation, you need to submit supporting evidence for your access request for examinations to enable us to consider any arrangements to be made. The evidence must describe how your condition is affecting you. Examples of supporting evidence include:
  - medical certificate for your condition
  - letter from a healthcare professional or specialist
- 6.2 Any evidence you provide must be relevant, accurate and as recent as necessary and possible. It must be on headed paper with the specialist's or health professional's contact details.
- 6.3 Medical evidence is expected to cover the following key points:
  - Name of the health condition or impairment
  - Date of diagnosis
  - Period of time that you have been seeing the practitioner for this condition/impairment
  - Length of time that the practitioner expects the condition/impairment to last

- Main symptoms of this condition which could impact on studies/exams (for example mobility impairment, loss of concentration)
- Current treatment and/or medication being undertaken
- Side effects of any treatments or medication

It is possible that not all of the points mentioned above will be relevant to your condition/impairment. However, it is important that your medical evidence provides as much information as possible. In order to help your medical practitioner to produce medical evidence which is as accurate as possible, you may wish to share this information with them.

- 6.4 For learning difficulties, we require a full diagnostic assessment report as evidence. The diagnostic assessment must be carried out:
- after you were 16 years old; and
  - by a chartered psychologist or equivalent, an educational psychologist, or a specialist teacher holding an assessment practicing certificate.

The report must include:

- the date of assessment;
- all tests carried out to assess your specific learning difficulty; and
- a summary of recommendations.

- 6.5 Normally we would expect that your evidence is written in English. We may consider medical evidence written in another language but this should always be accompanied by a certified translation.

- 6.6 The University reserves the right to query some or all medical advice or other professional submissions. You may be asked to provide additional or alternative supporting documentation. Please note that in line with the UK General Medical Council's guidance, we would not normally accept evidence that is produced by a close relative, friend or work colleague even if he/she has the relevant medical or professional qualifications.

## **7. Access arrangements for examinations for those with travel restrictions**

- 7.1 As outlined in the Inclusive Practice Policy, we recognise that in some situations applicants and students will require specific access arrangements in place, to be able to complete their studies. Often these needs are related to when and how the applicant is able to study rather than a disability or other specific personal circumstances.
- 7.2 Specific access situations can emerge from serving a prison sentence, legally imposed travel restrictions, serving in the armed forces, working on board ships, oil platforms and rigs, and work that demands that they travel extensively. We would try our best to make arrangements to enable you to successfully complete your studies.

- 7.3 All applicants and students wishing to be considered for access requirements must submit a completed Access Requirements Disclosure Form as described in section 5.
- 7.4 In all cases, please contact us if you require further information or clarifications. We will be able to send a copy of the University's instructions for the conduct of our examinations to you and the relevant authorities to assist you to make arrangements to sit examinations under approved access arrangements.

### **Military personnel**

- 7.5 Alongside the Access Requirements Disclosure Form, please submit to us:
- (a) A letter from your commanding officer to confirm your inability to leave the base; and
  - (b) Contact details for the Education Officer, or similar at the base who will be administering the examinations for you.

### **Prisoners**

- 7.6 Before you submit your application to study with the us, you should check with your prison authorities (for example the Head of Learning and Skills, your Education Co-ordinator or the equivalent post-holder) if you can have internet access and if they will make arrangements for you to sit examinations in prison on the scheduled dates.
- 7.7 It is a requirement for all of our students to have regular internet access. A number of our study materials are available online. You should check with your prison authorities if you can have regular internet access. If not, you are advised to check if a friend or relative can go online and print out the materials for you. Even where a friend or relative can assist, it may prove difficult for you to complete your studies without the benefit of regular internet access.
- 7.8 If the requirements can be satisfied, you can complete an application form. You must complete the Access Requirements Disclosure Form as per section 5 above.
- 7.9 Upon receipt of your completed Access Requirements Disclosure Form, our Inclusive Practice Office will email you a further form. You need to ask your prison authorities to complete this form and return it to us as soon as possible and before you register with us. The form will require the prison authorities to provide the following information:
- contact details of the prison authorities;

- confirmation that they are willing to let you study for the programme of your choice; and
  - confirmation that they are willing to make arrangements for you to sit the examination in prison.
- 7.10 If you are moved to another prison while you are studying, you will need to repeat the steps outlined above.
- 7.11 For the duration of the programme, you must maintain your registration with the University on an annual basis.
- 7.12 You should consider whether there is an Examination Centre near your home in the event that you are released prior to completing your studies.

## **8. Consideration of access requests for examinations**

- 8.1 Applications for examination access arrangements are considered by our Inclusive Practice Arrangements Panel. The Panel will take into account an applicant's particular circumstances using the medical and other supporting evidence provided, alongside the required academic outcomes.
- 8.2 You will be informed of the University's decision and any access arrangements approved, in writing and usually via email.
- 8.3 When you are informed of your examination access arrangements, you will also be advised if the granted arrangements are applicable only for one examination period. We may need to review your arrangements for any future examinations and request updated medical evidence.
- 8.4 As soon as you are informed of any examination access arrangements approved by the University, you should check with your local Examination Centre whether they can accommodate these examination access arrangements. You should do this as soon as possible and before you return the examination entry form and fee to the University of London, Any examination access arrangements granted by the University will be made only if the Examination Centre can make those accommodations. Please also check whether the Examination Centre would charge an additional fee for any adjustments it makes to enable you to sit examinations there.
- 8.5 We will inform your Examination Centre of your access arrangements for examinations. However, as emphasised above, any examination access arrangements granted by the University will be implemented only if the Examination Centre can make those accommodations. You must therefore contact your Examination Centre to inform them of any access



arrangements you may have and to ensure that such arrangements can be accommodated.

8.6 You should inform your Examination Centre about your access arrangements for examinations every time you submit an examination entry.

8.7 A list of examination centres can be found on our website:  
<https://london.ac.uk/current-students/examinations/examination-centres>

## **9. Deadlines for applying for access arrangements for examinations**

9.1 If you did not request access arrangements for examinations at the application stage, but feel you need them, please write to the Inclusive Practice Manager as soon as possible, and no later than:

- 1 February for the May-June examination session
- 1 August for the September-October examination session
- 1 September for the LLB October resit

9.2 If a condition arises from a sudden accident or illness, candidates must apply not later than:

- 1 April for the May-June examination session
- 1 September for the September-October examination session

9.3 If a condition arises from a sudden accident or illness after the dates given in paragraphs 9.1 and 9.2, and you believe that this will affect your examination performance, an application for mitigating circumstances can be submitted to the Examiners Board for their consideration no later than three weeks after the date of your last examination.

## **10. Confidentiality**

10.1 Any information disclosed as part of the request for access arrangements, along with supporting evidence, will be retained by our Inclusive Practice Office and the University of London database and records system. This is in accordance with the University of London's Data Protection Policy: <http://www.london.ac.uk/238.html>.

10.2 Your information will be shared for the purpose of the access arrangements with your consent and on a 'need-to-know' basis. We will share details of arrangements that have been agreed with you without revealing information about the disability or specific access situation for which the arrangements have been made.

- 10.3 Information may need to be shared with other University staff members and offices in order to make access arrangements for you. We may also need to seek independent medical advice, or advice from an Examination Centre or from the Board of Examiners for your programme of study about the support that they may be able to provide. Where your doctor or educational psychologist has supplied medical evidence about you, we may need to contact them to ask for further information. However, we will ask for your consent before we contact them.
- 10.4 We may share information about the nature of your disability or specific access situation where:
- There is a serious and imminent risk to your own or to others' safety.
  - There is a legal requirement to disclose the information (for example, for the prevention or detection of crime).
- 10.5 If a third party contacts us with information about you – for example, if your doctor sends us a medical report about you – then we will check that information with you.
- 10.6 We will retain information about your access requirements for as long as it may be relevant. This will usually be for the length of your registration on the programme of study plus a further period of time.
- 10.7 Once this maximum retention period has expired, we will either delete the information from our system or anonymise it. 'Anonymising' the information means that we keep some form of record on our system, but remove any information that could identify the person to whom it relates. We retain anonymised records to generate statistical reports about our services so that we can monitor and improve them.

## **11. Changing access requirements for examinations**

- 11.1 You should inform us of any change in requirements with previously agreed access arrangements for examinations. You need to provide relevant evidence to support the change in arrangements when informing the University.
- 11.2 You must inform the University of any access arrangements for examinations no longer required. Failure to do this will be considered as a false claim and it will be dealt accordingly in line with the University's procedures.

## **12. False claims**

- 12.1 Submitting a false claim for an access arrangement could be regarded as an attempt to gain an unfair advantage.
- 12.2 An attempt to gain unfair advantage is an academic offence that would

be dealt with under the University of London's Code of Student Discipline.

### **13. Appeals**

- 13.1 You can appeal against the Inclusive Practice Arrangements Panel's decision in writing to the Inclusive Practice Manager within 14 days of the notification to the candidate of the decision of the Inclusive Practice Arrangements Panel.
- 13.2 The appeal will be considered by the Chair of the Inclusive Practice Panel (or other person designated by them), a member of the Inclusive Practice Panel who was not a member of the panel that took the decision, and the Chair of the relevant Board of Examiners. They are authorised to vary any access arrangements approved by the Inclusive Practice Arrangements Panel.