

Joint Committee on Intercollegiate Examinations

REASONABLE ADJUSTMENTS POLICY

A clear distinction is drawn between:

- Appeals (this is pertaining to a single diet of the examination when the outcome is disputed)
- Complaints (relating to adverse incidents in an examination contrary to regulations or standards)
- Requests for consideration of Mitigating Circumstances beyond a candidate's control (serious, unforeseen and unpredictable that significantly affects a candidate's performance)
- Requests for Reasonable Adjustments

The appellant's marks/result will not be altered.

The JCIE has a separate mechanism for each of these. Material alterations to any of the above Policies will trigger an equality and diversity impact assessment. Collated reports indicating number, theme, outcome and E&D impact are discussed as a standing item at the biannual JCIE Internal Quality Assurance Committee.

Reasonable Adjustments to Examinations

The Equality Act 2010 requires an Awarding Body to make Reasonable Adjustments where a person with a disability 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 JCIE Regulations, then the JCIE 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 Reasonable Adjustments, the JCIE has a responsibility to ensure that the integrity of the examination is preserved.

Any candidate who requires Reasonable Adjustments must 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 JCIE 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. 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. Applications must be made in writing to enquiries@jcie.org.uk.

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

The candidate is required to submit a report from an Educational/Chartered Psychologist or Specialist Assessor which makes a recommendation for extra time. The JCIE will accept reports from the following:

An Educational/Chartered Psychologist registered with the Health & Care Professions Council in the UK (hcpc-uk.org)

An Educational/Chartered Psychologist registered with The Psychological Society of Ireland (psychologicalsociety.ie)

A Specialist Assessor who holds a SpLD Assessment Practising Certificate (APC) registered with the SpLD Assessment Standards Committee (sasc.org.uk)

If a diagnosis of dyslexia has been made with a recommendation for standard extra time of 25%, then 25% extra time will be added for any reading component in the examination.

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 for review by an independent Educational Psychologist. An Assessment Report in the case of dyslexia, should have been completed at the age of 16 years or over.

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

JCIE 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 the JCIE examinations.

In all cases the JCIE 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 JCIE.