

ROYAL PHARMACEUTICAL SOCIETY

Reasonable adjustments

Purpose: This form is for candidates who wish to apply for reasonable adjustments to be made to an RPS assessment

Definition: Reasonable adjustments are adjustments made to the delivery of the assessment, which do not change the standard of the assessment, to make sure candidates with disabilities aren't substantially disadvantaged.

Section 1 - Key things to remember:

- If you have a disability, as defined by the Equality Act 2010, we may be able to make reasonable adjustments to your assessments
- We can only make adjustments to the arrangements, not to the standard, of the assessment
- Temporary circumstances that might affect your performance in the assessment, such as illness, pregnancy or bereavement, are not covered by this form. Contact education@rpharms.com if you are currently affected by these temporary circumstances.
- For more information, please refer to the assessment regulations for the relevant pathway:
 - Post-registration Foundation assessment regulations
 - Core Advanced assessment regulations
 - Consultant pharmacist assessment regulations

Section 2 - How do I apply?

- Complete the form below or, alternatively, you can send us an email with the information required.
- Email your information to education@rpharms.com
- We will acknowledge receipt of your application by email and will contact you directly about the application within seven working days.
- The form must be submitted at least **four weeks** prior to any assessment for which you would like reasonable adjustments to be considered.
- Late requests for reasonable adjustments cannot be considered.

Section 3 - What information do I need to submit?

- Your contact information.
- The assessment(s) for which you are applying for reasonable adjustments to be made.
- The nature of your disability.
- How your disability specifically affects your ability to undertake the specific assessment(s) (try to give as much detail as you can).
- The reasonable adjustments you are requesting to be made to the assessment(s) (please be as specific as you can e.g. state the % of additional time you are requesting).
- Supporting evidence of your disability and reasonable adjustments
 - For candidates with a specific learning disability, such as dyslexia, you will require a report from a registered educational/chartered psychologist or a specialist teacher with a practising certificate, which needs to be undertaken in English after the age of 18. The report should explicitly state the reasonable adjustments recommended by the professional.
 - For candidates with a medical condition, you will require evidence from a registered medical practitioner, such as your GP, which details the nature of your disability and, if possible, what reasonable adjustments they recommend
- As part of our quality assurance processes, we may contact the professional to check the authenticity of the evidence provided.
- The reasonable adjustments you have received in previous assessments e.g. at university.

How will my sensitive information be handled?

- Information provided in your reasonable adjustments application will be treated as confidential.
- Information will be stored in compliance with the RPS GDPR policy.

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Reasonable adjustments - Candidate application form

First name			
Last name			
Candidate number			
Email address			
Assessment type (select with an X)	Post-registration Foundation	<input type="checkbox"/>	
	Core Advanced	<input type="checkbox"/>	
	Consultant	<input type="checkbox"/>	
Nature of disability			
Reasonable adjustments requested(s)			
Supporting evidence you are submitting (attach this evidence to your submission)			
Previous reasonable adjustments you have had granted e.g. at university			

Please submit your form and supplementary evidence to education@rpharms.com