

## Reasonable adjustments

**Purpose:** This form is for candidates who wish to apply for reasonable adjustments to be made to an RCP Pharm 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 [credentialing@rcpharm.org](mailto:credentialing@rcpharm.org) 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 [credentialing@rcpharm.org](mailto:credentialing@rcpharm.org)
- 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 RCPPharm GDPR policy.

## Reasonable adjustments - Candidate application form

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

Please submit your form and supplementary evidence to [credentialing@rcpharm.org](mailto:credentialing@rcpharm.org)