Frequently Asked Questions About Reasonable Adjustments:

How do I inform the RCGP of a disability or request for a reasonable adjustment?
If you have a disability you should declare this when making an application for an examination by completing the relevant section of the online booking form. You should also complete the application form for reasonable adjustments, that can be found on the RCGP website [here](#) and provide supporting documentation. You need to complete a separate form for each examination you attempt, although you can use the same supporting documentation, unless there has been a change in your condition that might alter your needs. If you are resitting one of the examinations then you still need to complete a new request for reasonable adjustment form for administrative purposes. You should however inform the Examinations Department that you have previously been granted reasonable adjustments. You can do this by emailing [exams@rcgp.org.uk](mailto:exams@rcgp.org.uk); please put reasonable adjustments in the subject line.

Who will know that I have informed the RCGP of a disability?
Your request for reasonable adjustments will be dealt with by a small team within the Examinations Department who may seek the advice of the RCGP Disability Advisor. In complex cases it is possible that the Chief Examiner and a small advisory group may also be involved in the decision-making. We will keep the information you give us confidential, and store it in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018.

If you are granted reasonable adjustments, such as extra time, then this will be shared with Pearson Vue for the AKT and the senior examination management team for the CSA. With respect to the CSA it is up to you whether you would like the senior examination management team and the individual examiners and role players to know the underlying reason for your reasonable adjustments. You will be asked to indicate this on your application form for reasonable adjustments.

When should I inform the RCGP?
You will be expected to inform the RCGP of a disability at the time of applying to sit your AKT or CSA. The late submission of the application form may limit our ability to provide you with reasonable adjustments. Applications for additional time made on the day of the examination will not be considered. If you are applying for additional time in your AKT examination then you need to make sure that you apply for the afternoon session.

If you acquire a disability, or are diagnosed with a disability in the period of time between applying for and sitting the examination, you will need to inform the RCGP as soon as it is practical to do so. Applications that are received less than 15 working days before the proposed assessment date will not be accepted and you may need to defer your assessment date if you require reasonable adjustments to be made.

What information do I need to provide to the RCGP?
You need to provide the RCGP with a completed application form and also supporting documentation. This supporting information needs to specifically address the issue of what reasonable adjustments might be appropriate for you. It is not acceptable to simply list your diagnosis but rather you need to explain how this would potentially impact on your performance in the examination. You will find a document entitled MRCGP – Information for Disability Assessors [here](#) that you should share with the person undertaking your disability assessment before they compile their report. If you declare that you have existing reasonable adjustments in the workplace then we may seek confirmatory evidence of these from your educational supervisor.

Who is an acceptable person to provide supporting evidence of my needs?
The person providing the supporting evidence needs to be familiar with your underlying disability and how this might impact on your examination performance. For uncomplicated physical disabilities this may be as simple as a report from your GP or audiologist or similar.

If you are seeking reasonable adjustments for a specific learning difficulty (SpLD), then you must provide a report from an approved assessor. This assessment needs to have been undertaken, and provided, in English and be obtained after the age of 16.

Approved assessors include:

- Specialist teachers who hold a practising certificate in assessing specific learning difficulties from their relevant professional body, such as Dyslexia Action or PATOSS. You can find out whether a proposed assessor has the appropriate qualification by checking the SASC (SpLD Assessment Standards Committee) website here
- A practising chartered or educational psychologist who is registered with the Healthcare Professionals Council. You can check whether a proposed assessor is registered by checking here

If you speak English as an additional language then the assessor needs to include within their report details of their experience in assessing individuals with this characteristic. They also need to make it clear that any recommendations relate to an underlying disability (as defined by the Equality Act 2010) rather than the fact that for you, English is a second or additional language.

**Who will fund a disability assessment?**

It is your responsibility to provide the necessary information to the RCGP so that we can make an accurate assessment of your needs. In some areas the Deanery has funded dyslexia assessments for candidates but this is not universal.

**What reasonable adjustments can the RCGP provide?**

We have provided a range of reasonable adjustments for candidates with underlying disabilities as we are committed to ensuring that individuals can demonstrate their competence to the best of their abilities. Adjustments that have previously been granted include additional time, permitting the use of a calculator, additional rest breaks, orthopaedic seating and similar. It should be remembered however that the MRCGP is designed as a licensing examination to ensure that you are competent to practise independently as a GP in the UK. Consequently individuals requesting particularly complex adjustments will be required to provide evidence of how these are utilised in their everyday practice.

If I have previously failed an examination and then discover that I might benefit from a reasonable adjustment, such as extra time, am I entitled to an extra attempt?

If you are unfortunate enough to fail your AKT or CSA and are subsequently diagnosed with a disability (usually a specific learning difficulty) then you will be entitled to reasonable adjustments for any future attempts. However your unsuccessful attempt(s) will still stand.

So if you are unsuccessful in an examination and feel that your performance may have been impaired by an underlying disability you are strongly advised to seek further advice after an initial failure rather than waiting until you have failed the examination a number of times.

**What happens about workplace based assessment?**

If you require any reasonable adjustments in order for you to be able to demonstrate your competence in WPBA then this is for discussion between you and your Deanery.