Recorded Consultation
Assessment – Reasonable
Adjustments Frequently Asked Questions
How do I inform the RCGP of a disability or request a reasonable adjustment?
If you have a disability, you should declare this when making an application for the Recorded Consultation Assessment (RCA) by completing the relevant section of the online booking form. You should also complete the Request for Reasonable Adjustments Form and provide supporting documentation.

Whose responsibility is it to provide Reasonable Adjustments?
It is the responsibility of the RCGP to make reasonable adjustments to any aspect of the delivery of the RCA that places the candidate at a disadvantage compared to a non-disabled candidate, provided this does not affect the competence standard/s being assessed. Where a reasonable adjustment is required to enable the candidate to perform a consultation in the workplace, it is not the responsibility of the RCGP to make such an adjustment. Candidates should liaise with the GP training practice or their employer regarding such adjustments.

I had already submitted a request for reasonable adjustments before for my previous AKT or CSA attempt. Do I need to submit another form once again?
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. You should however inform the Examinations Department that you have previously been granted reasonable adjustments if you had sat either the CSA or the AKT before. You can do this by emailing: exams.accoms@rcgp.org.uk. Please put reasonable adjustments in the subject line.

How will my application for Reasonable Adjustments be dealt with?
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.

Does my information get shared with anyone else?
If you are granted reasonable adjustments, then this will be shared with the senior examination management team for the RCA. It is up to you whether you would like the individual examiners 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 make a request for Reasonable Adjustments to the RCGP?
You will be expected to inform the RCGP of a disability and request reasonable adjustments at the time of applying to sit your RCA. Late submission of the request form may limit our ability to provide you with reasonable adjustments.
If you are subsequently diagnosed with a disability in the period of time between applying for and submitting the RCA recordings, you will need to inform the RCGP as soon as it is practical to do so. If you need to have reasonable adjustments made in the workplace to enable you to produce your recorded consultations, you may need to defer your assessment date until these adjustments are in place.

What information do I need to provide to the RCGP?
You need to provide the RCGP with a completed Request for Reasonable Adjustments 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 entire RCA assessment process. You will find a document entitled Recorded Consultation Assessment – Information for Disability Assessors 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. They should be familiar with the new RCA assessment and have read the Information on the RCGP website about this. 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 SpLD 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 practicing 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.

**Will the College accept recommendations made from a disability assessment which was carried out remotely due to social distancing measures necessitated by the COVID-19 crisis?**

In light of the recent COVID-19 social distancing measures, disability assessors may have to carry out new assessments using remote technology instead of a face to face meeting. The SpLD Assessment Standards Committee (SASC) has introduced minimum standards to be followed by disability assessors who will be conducting such remote assessments. It is acknowledged that remote assessments of disability will often use a limited range of tools and as such the recommendations from these assessments will need to be treated with caution. Such remote assessments may not provide an accurate diagnosis of a SpLD. As a consequence, any recommendations for reasonable adjustments made within the assessment report may have to be treated as preliminary until a full assessment can be carried out at a subsequent stage. Details of this guidance can be found here.

The SASC make clear in their guidance that assessments that can wait should wait, but we understand this might not be possible for all candidates and the College will therefore assess recommendations made using remote assessments with caution and on a case by case basis.

The College will at present accept preliminary findings and recommendations made from such assessments but only for exam sittings until the 30th September 2020. For exam sittings after the 30th September 2020, and once full face to face assessments will commence, candidates will be required to submit an updated full assessment report along with a new Request for Reasonable Adjustment Form. The College will review this guidance throughout the COVID-19 pandemic and may change its recommendations in line with the government’s latest social distancing guidance.
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 Local Education Provider has funded dyslexia assessments, but this is not universal.

What reasonable adjustments can the RCGP provide?
For all our existing assessments, 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. However, the RCA is a new assessment. We currently do not have specific examples of reasonable adjustments granted for the RCA. We will however be monitoring the requests and produce some guidance in due course. We anticipate that most candidates who require reasonable adjustments to enable them to consult in the workplace will already have these in place.

What if I am shielding or working from home due to my disability?
Due to the current COVID-19 pandemic most GP consultations are currently being undertaken by telephone or remote video consultation. All 13 cases submitted can be remote consultations. There is no stipulation that any have to be done face to face. Examinations cannot be performed remotely but, as in day to day general practice during the pandemic, any examination deemed necessary should be described and explained to a patient as part of gaining their consent and to enable the time subsequently spent face to face to be minimised. This explanation will be taken into account in assessing your consultation. Any reasonable adjustment required to enable you to work from home should have already been discussed with your employer or training practice.