



**RCEM**  
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of Emergency  
Medicine

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## **Guidance for Examination Candidates with Additional Requirements**

The College is committed to supporting candidates by providing fair opportunities when undertaking examinations. Candidates may submit a request for reasonable adjustments and should note that the responsibility for requesting adjustments lies with them. Any candidate who wishes to request reasonable adjustments should indicate their requirements at the time of application and provide a report from a relevant professional outlining their specific needs and the adjustments recommended.

Requests must be submitted by the relevant examination closing date, late submission may mean the College is unable to accommodate the reasonable adjustments requested due to the lack of time to prepare and implement it.

Each request will be considered on a case by case basis by the College. Candidates may be asked for further information as to the reasonable adjustments requested to help inform a decision. Candidates will be notified in writing to inform them of the outcome of their application for adjustments and of the arrangements the College will facilitate for their examination.

## **Disabilities and impairments**

It is understood that not all candidates with disabilities will require reasonable adjustments in an examination, but candidates are encouraged to declare their disabilities at the point of application regardless. The declaration of disabilities will assist the College in monitoring. Candidates with disabilities requiring adjustments should make their request for adjustments by the examination closing date.

Candidates should set out how their ability to perform in the examination is affected by their disability and must provide documentary evidence from an appropriate professional. All medical evidence must be provided by your registered medical professional and cannot be provided by a relation, friend or colleague. Any evidence should be on headed note paper and should include the details of the medical professional for verification purposes.

It is also helpful for candidates to provide details of adjustments they have been granted in the workplace and in previous examinations.

Examples of examination adjustments which may apply to candidates with a disability/impairment:

- Extra time
- Additional time for rest breaks
- Adapted chair/desk
- Informing the examiner that a candidate may not be able to undertake specific physical movements due to a physical disability
- Appropriate lighting levels
- Any possible screen adjustment
- Access to toilet facilities as needed
- Access to medication/food/drink

## ***Excellence in Emergency Care***

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373

- Separate examination room

### **Specific learning difficulties and neurodiversity**

Candidates with a specific learning difficulty or neurodiverse condition requiring reasonable adjustments will be required to submit a report from a registered chartered educational psychologist or a specialist teacher with a practising certificate, which needs to be undertaken in English after the age of 16. Candidates should submit the full unabridged report, which should detail the recommended reasonable adjustments for examinations.

Examples of examination adjustments which may apply to candidates with specific learning difficulties:

- Extra time
- A scribe
- A reader
- Coloured overlays
- Additional time for rest breaks

Candidates with a late diagnosis of a neurodiverse condition (such as dyslexia, ADD, ASD) and who have previously sat an examination component without agreed reasonable adjustments may apply to the Dean to expunge such attempts. Such cases will be dealt with on a case by case basis at the discretion of the Dean, whose decision is final. Candidates should submit their request to the Head of Examinations in the first instance by email to [exams@rcem.ac.uk](mailto:exams@rcem.ac.uk)

### **Pregnancy and breastfeeding**

The College wishes to support pregnant and nursing candidates in taking their examinations. Candidates who will be pregnant or have given birth within the prior 26 weeks<sup>1</sup> at the time of the examination can request reasonable adjustments according to their specific needs and these will be considered on an individual basis. Examples of reasonable adjustments for pregnant candidates could include additional time to allow increased comfort breaks, permission for in-exam snacks in Pearson VUE test centres.

Candidates requiring facilities to breastfeed or express (for children of any age) while they are at their examination centre should contact the Examinations Department so that arrangements can be facilitated as best as possible.

Updated May 2022

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<sup>1</sup> [Managing access arrangements for candidates requesting adjustments in high stakes assessments](#), AoMRC, May 2018