

# Application for Special Arrangements

**Please submit this form with your exam entry form if you would like special arrangements to be made for your exam sitting. Please note the following:**

- Applications for Special Arrangements must consist of a completed application form and an explanatory covering letter. Supporting documentation such as a medical certificate or doctors note must be submitted for new special arrangement applications.
- The London centre cannot accommodate any special arrangement applications.
- Candidates that have applied for special arrangements may not apply for mitigating circumstances for the same reason.
- It is preferable that your special arrangements application and accompanying exam entry form is not submitted with any other students exam entry forms.
- If entering online, please submit your special arrangements application on the same day.

**Please return this completed for by the exam entry closing date to:**

Special Arrangements Administrator (Exams)  
Institute and Faculty of Actuaries, Napier House, 4 Worcester Street, Oxford, OX1 2AW  
Email: [examinations@actuaries.org.uk](mailto:examinations@actuaries.org.uk) Fax: +44 (0) 1865 268 222

## **Personal Details:**

ARN: \_\_\_\_\_ Name: \_\_\_\_\_

## **Entry Details:**

Session: \_\_\_\_\_ Exam(s): \_\_\_\_\_

Exam Centre: \_\_\_\_\_

## **Special Arrangement Details:**

Reason for request:  
(i.e. Dyslexia, broken wrist, religious date) \_\_\_\_\_

Arrangements required:  
(i.e. extra time, scribe, change of date) \_\_\_\_\_

Supporting documentation:  
(i.e. medical report, doctors note, letter from Religious leader) \_\_\_\_\_

## **OFFICE USE ONLY:**

ARRANGEMENTS APPROVED: \_\_\_\_\_

CLASSIFICATION CHECKED: \_\_\_\_\_

CONFIRMED WITH SUPERVISOR: \_\_\_\_\_

CONFIRMED WITH STUDENT: \_\_\_\_\_

## Applying for special arrangements

We can make special facilities available for students where necessary due to conditions such as RSI, dyslexia, long term and short term injury, etc or if students are unable to sit exams on the scheduled date due to a religious holy day.

All special arrangement applications must consist of a completed application form, an explanatory covering letter and supporting documentation such as a medical certificate, doctor's note or letter from religious leader.

All applications must be clearly titled '**Special Arrangements**' and must be sent separately to any other applications (except for exam entry applications) or correspondence.

Applications must be returned to the following address:

Special Arrangements Administrator (Exams)  
The Institute and Faculty of Actuaries  
Napier House  
4 Worcester Street  
Oxford  
OX1 2AW

We regret that the London exam centre cannot accommodate any special arrangements.

Candidates that wish to sit at an alternative venue, which could include their own offices, because of their requirements must ensure this is stated in the application and each request will be reviewed.

We regret that we are unable to provide a separate room at our standard exam centres.

### Ongoing conditions

**Candidates requiring special arrangements because of disability, dyslexia, RSI or long term injury must inform the Exams Team for each exam entry by providing a completed Special Arrangements application form.**

Supporting documentation must be provided for new applications, such as a medical certificate or doctor's report. Please ensure the supporting documentation is provided with the Special Arrangements application form and, in cases of dyslexia, also includes the recommendation given for extra time.

Whilst the usual closing date applies for exam entries, students are asked to submit their special arrangements applications as soon as possible to allow us to set up appropriate arrangements in good time.

Supporting documentation will be kept on file and the same arrangements can be made for each subsequent entry as long as candidates indicate this is still required by submitting the Special Arrangements application form. If any changes to the current arrangements are required, candidates must inform the Exams Team and provide new supporting documentation.

The Profession reserves the right to contact those students requiring special arrangements on a periodic basis to obtain up to date medical information.

### Single occasions

If special arrangements are required for a single occasion, i.e. broken hand, wrist, religious holy day etc. candidates are requested to inform us as soon as possible as we may still be able to make suitable arrangements.

All single occasion applications must be submitted with supporting documentation such as a doctor's note or medical certificate.

In the case of students that wish to make arrangements for their exams to be held on a different date than scheduled due to a religious holy day, a letter of confirmation must be provided from their religious leader.