There are 4 sections in this guidance:

- Students with learning difficulties
- Students with medical conditions
- Illness
- Injury

Each section is self-contained. (If you have any other query relating to courses or exams please refer to the CA Student Handbook and the Exam Regulations.)
STUDENTS WITH LEARNING DIFFICULTIES

In compliance with the Equality Act 2010, ICAS undertake to provide students with disabilities with reasonable adjustments with regards to class tests and the professional exams.

Specific learning difficulties would include dyslexia, dyspraxia, autism, Asperger syndrome.

ICAS staff are not qualified to assess whether an adjustment is appropriate and accordingly a report must be provided in support of any student claim.

Actions required to apply for concessions
A student or a firm acting on behalf of a student must:

1. Provide an adult assessment report written by a chartered educational psychologist or similarly qualified specialist teacher who has consulted with the student in person.

2. Make sure the adult assessment report clearly states what the concessions should be. (Common recommendations include 10 minutes extra time per hour of examination or use of a laptop computer). ICAS will only action specific recommendations and cannot make judgements where the report is not specific.

3. Send the report by post or email to:
   Robert Burns
   The Institute of Chartered Accountants of Scotland CA House
   21 Haymarket Yards
   EDINBURGH
   EH12 5BH
   rburns@icas.com

When must the report be submitted by?
The report must be received at least three weeks prior to the exam, and must contain details of the condition plus specific recommendations of any concessions considered appropriate.

The condition prevents hand writing of TC or TPS examinations
Where the recommended adjustment includes use of a word processor for exams that would otherwise be written, for TC, TPS and ITP exams, the exam centre selected must be one which offers additional support facilities. These centres will be clearly marked in the Exams area of the website.

A student has reached TPE and plans to make use of the laptop programme
For TPE a student will be permitted to use their own laptop computer.

Will ICAS automatically agree to an adjustment that an educational psychologist recommends?
The psychologist may make suggestions; ICAS will only consider acting on specific recommendations where the evidence provided is complete. If the condition is not within our range of experience, the Institute reserves the right to ask for a second opinion. We will implement adjustments that we consider reasonable.

Is information kept confidential?
All information provided to ICAS will be treated with the strictest confidentiality. Relevant information will be discussed only with senior staff tasked with the implementation of concessions awarded. No information will be shared with the training firm without the express permission of the student.
Will the adjustments apply to mock exams?
Yes, ICAS will work on the basis that a student will want to take mocks with adjustments. Students will be approached early in the course programme to confirm the arrangement for mocks. Any concession not used during Mock exams may be removed prior to actual exams.

**STUDENTS WITH MEDICAL CONDITIONS**

Where a medical condition is classed as a disability according to the Equality Act then ICAS undertake to provide students with reasonable adjustments with regards to class tests and the professional exams.

**Actions required to apply for concessions**

To be able to put these adjustments in place we need students to:

1. Obtain medical evidence from an appropriately qualified medical practitioner who has consulted with the student in person. The evidence should include a brief description of the effect on the student’s studies and confirm that the condition in the opinion of the medical practitioner is a disability.
2. Get the medical practitioner to provide a clear recommendation of any reasonable adjustments to examination conditions. (Common recommendations include 10 or 15 minutes extra time per hour of examination or use of a laptop computer.) There is a form at Appendix A that can be presented for use by the medical expert.
3. Send the evidence by post or email to:
   Robert Burns
   The Institute of Chartered Accountants of Scotland
   CA House
   21 Haymarket Yards
   EDINBURGH
   EH12 5BH
   rburns@icas.com

The condition prevents hand writing of TC or TPS examinations
Where the recommended adjustment includes use of a word processor for exams that would otherwise be written, for TC, TPS and ITP exams, the exam centre selected must be one which offers additional support facilities. These centres will be clearly marked in the Exams area of the website.

A student has reached TPE and plans to make use of the laptop programme
For TPE a student will be permitted to use their own laptop computer.

Will ICAS automatically agree to an adjustment that a medical expert recommends?
The medical expert may make suggestions; we will only consider acting on specific recommendations where the evidence provided is complete. If the condition is not within our range of experience, the Institute reserves the right to ask for a second opinion. We will implement adjustments that we consider reasonable.

Is information kept confidential?
All information provided to ICAS will be treated with the strictest of confidentiality. Relevant information will be discussed only with senior staff tasked with the implementation of concessions awarded. No information will be shared with the training firm without the express permission of the student.

Will the adjustments apply to mock exams?
Yes, ICAS will work on the basis that a student will want to take mocks with adjustments. Students will be approached early in the course programme to confirm the arrangement for mocks. Any concession not used during mock exams may be removed prior to actual exams.
ILLNESS

If a student is unwell and considers that the illness may have a significant impact on performance in the exams the student should consider visiting a doctor.

It is advisable to visit the doctor before the exams.

In conjunction with the medical advice the student should determine whether he/she is fit to sit the exams. The student is advised to get a note from the doctor stating that he/she is fit to sit the exams.

Provided the student has a note from the doctor stating that the student is ill but fit to sit the exams, ICAS will try to make minor accommodations. This would include moving the student’s location in the exam hall, perhaps to be close to the door in case you have to temporarily leave the exam (time you spend away from the exam will not be given back).

Regardless of whether the student is fit to sit the exams, the medical evidence relating to the illness should be submitted to the examinations team prior to the exams. The information may form the basis for a request for a further attempt at a future time or potentially a cancellation of the attempt to which the illness.

INJURY

Guidance for TC & TPS examinations

Should a student sustain an injury to his or her writing hand in the run up to a TC or TPS examination then we would recommend that the student postpone the diet.

Should the injury impede but not prevent writing, then ICAS will be prepared to consider allowing extra time or use of a computer. For this to be possible, we require detailed supporting evidence.

Guidance for TPE examinations

Concessions for injury in the form of extra time at TPE are not available. Due to the nature of the exam, extra time can be an advantage and as this is the final exam, ICAS are not prepared to provide concessions for non-disability related matters. Should a student be injured in the run up to TPE and still choose to sit it is advisable to gather and submit medical evidence. The evidence should be submitted to the TPE exam board as it may provide grounds for the purpose of later appealing for further attempts at TPE.
APPENDIX A

Disability – medical

You have a medical condition that is treated as a disability within the definition of the Equality Act 2010.

Obtain objective evidence regarding your condition from a qualified medical practitioner. Ensure the practitioner either completes the pro-forma below or provides you with a letter covering points set out in the pro-forma.

To: The ICAS Education Disability Officer

Name of medical practitioner:

Business address of medical practitioner:

Medical qualification:

Name of student (being the practitioner’s patient):

Nature of condition:

State recommendations for adjustments that are required to place the student in a position that could be described as a level playing field in relation to students who do not have a disability. (Examples include 15 minutes extra time per hour; use of a computer to type a script).

I (the medical practitioner) confirm that in my opinion the condition falls within the meaning of disability as set out in part 2 section 6 of the Equality Act 2010

Signature of practitioner

Print name of practitioner or practice stamp