

End-point assessment Special accommodations policy

CIMA welcomes examination entries from all students with disabilities and/or special educational requirements. It is the principal way in which CIMA complies with its duty under the Equality Act 2010 to make ‘reasonable adjustments’.

| | | |
|----|--|---|
| 1 | What is special accommodation? | 2 |
| 2 | Which End-point assessments are eligible for special accommodation?..... | 2 |
| 3 | How do I apply for special accommodation?..... | 2 |
| 4 | What supporting documentation do I need (eligibility criteria)?..... | 2 |
| 5 | When should I apply for special accommodation?..... | 3 |
| 6 | How long will it take to process a special accommodation application? | 3 |
| 7 | How long will a special accommodation be in place for? | 3 |
| 8 | Is there a cost for special accommodation?..... | 3 |
| 9 | Reasonable adjustments for End-point assessment – Test Centre Examinations | 3 |
| 10 | Online (OnVue) examinations..... | 4 |
| 11 | Reflective Statement and Project Report..... | 4 |
| 12 | Appendix 1: Special accommodations tariff for test centre and online exams | 5 |

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1 What is special accommodation?

Special accommodation is a pre-examination 'reasonable adjustment' for students, based on evidence of need and a student's normal way of learning. Special accommodation allows students with special educational needs, disabilities, or temporary injuries to access the assessment. Reasonable adjustments enable CIMA to support the needs of individual students without changing the demands or objectives of the assessment. For example, reasonable adjustments may include extra time, readers or scribes.

2 Which End-point assessments are eligible for special accommodation?

The support available for End-point assessment varies. Please refer to the specific guidance for each type of assessment component set out in sections 9 to 11 below.

3 How do I apply for special accommodation?

All applications must be submitted by a student, in writing, to CIMA's Exam Operations Team exams.consideration@aicpa-cima.com. Please include a covering letter to explain what your special education need is and attach supporting medical documentation from a qualified healthcare professional.

4 What supporting documentation do I need (eligibility criteria)?

- 4.1 It is the sole responsibility of the student to provide supporting medical information. The medical information must be provided on qualified healthcare professional's letterhead, typed, date stamped and signed by the healthcare professional.
- 4.2 *A healthcare professional is a person associated with either a specialty or a discipline and who is qualified and allowed by regulatory bodies to provide a healthcare service to a patient. The field includes those who work as a physician, surgeon, physician assistant, medical assistant, nurse, physiotherapist, dentist, midwife, psychologist, psychiatrist, or pharmacist or perform services in allied health professions. A health professional may also be a public health or community health practitioner.*
- 4.3 All special accommodation applications must include written medical documentation approved by a qualified healthcare professional with the following details:
 - a) A specific diagnosis and date of your diagnosis
 - b) Specific and current findings that support your diagnosis (relevant medical history, tests administered, date of the most current evaluation, within the last three (3) years
 - c) Specific recommendations for your testing accommodation(s), including a detailed explanation of why the accommodation is needed. If the accommodation includes extra time, the healthcare professional should indicate the amount of time requested.
 - d) Evidence that similar accommodations have been made for the students in other educational or testing situations or in employment settings, or an explanation of why no such accommodation was made in the past but is now required.
- 4.4 **Important note:** CIMA may request additional information to support your application. Accommodations which fundamentally alter the nature, security or validity of the assessment will not be granted.
- 4.5 Students who have pre-approved reasonable adjustments will **NOT** be automatically eligible for special consideration after taking an exam. Students experiencing additional difficulties, in addition to their previously-approved special accommodation arrangements, are required to submit a separate special consideration application. Please refer to End-point assessment special consideration policy for further guidance.
- 4.6 All special accommodation applications will be treated as confidential by CIMA. Only the personnel responsible for processing the application will have access to your medical information.

5 When should I apply for special accommodation?

Special accommodation applications must be requested by the student and approved by CIMA prior to scheduling an examination. Students can apply for reasonable adjustments at any time and are advised to do so as soon as possible after diagnosis and in advance of booking their first exam.

6 How long will it take to process a special accommodation application?

Applications will be processed within 7 working days of receipt of supporting documentation. When scheduling an exam, students should allow sufficient time between the time of the booking and the exam appointment to enable the test centre to prepare the reasonable adjustments for the delivery of the exam.

7 How long will a special accommodation be in place for?

- 7.1 Typically, an approved special accommodation will remain in force for the duration of a student's studies with CIMA. This means students only need to apply for a permanent special accommodation once, unless a healthcare professional advises that a student's needs have changed and a new accommodation should be put in place. If needs change, students are advised to send CIMA updated medical documentation. (See section 4 above).
- 7.2 **Exceptions:** In the case of a temporary illness, a reasonable adjustment will remain in force for a pre-defined period.

8 Is there a cost for special accommodation?

Apprentices will not be charged for the cost of reasonable adjustments.

9 Reasonable adjustments for End-point assessment – Test Centre Examinations

- 9.1 The following guidance is applicable to the Level 4 Role Simulation Exam and the Level 7 Synoptic Case Study Exam. CIMA works in partnership with Pearson VUE to provide special accommodations (reasonable adjustments) for apprentices who meet the special accommodations eligibility criteria. Examples of accommodations that can be applied with appropriate documentation are featured in appendix 1.
- 9.2 Students may bring pre-approved comfort aids, such as medicines to examinations. A full list of permitted items can be found at www.pearsonvue.com/accommodations.
- 9.3 Students are advised to email exams.consideration@aicpa-cima.com and confirm the following details:
 - a) Full name
 - b) Exam name, exam date and time
 - c) Details of the specific comfort aids/medication required during the examination
- 9.4 Please note, unless these comfort aids are approved by CIMA and Pearson VUE before your examination, CIMA cannot guarantee that the comfort aids/medication will be granted into the test centre on the day of your examination.
- 9.5 Students with approved reasonable adjustments are required to book their exams by phone with CIMA to ensure that your chosen exam centre will be prepared for your exam appointment on the day of the exam. Further details on who to contact will be provided once your special accommodation application has been successfully approved.

10 Online (OnVue) examinations

- 10.1 Examples of accommodations that can be applied to online exams with appropriate documentation are featured in appendix 1.
- 10.2 Additional guidance about the Online (OnVue) examination regulations details can be found at <https://home.pearsonvue.com/cima/onvue>
- 10.3 Can I eat or drink during my examination? Water in a clear glass is permitted during your examination. Eating, smoking or chewing gum are prohibited.
- 10.4 Breaks will not be permitted during your exam, for any reason. If you leave your computer or camera view during your examination, the Proctor (Test Invigilator) will end your session, and you will be unable to complete your examination.
- 10.5 CIMA understands that some students require reasonable adjustments (such as a toilet break, medication) during their online exam. If your examination does not have a scheduled break and/or you require a medical related comfort aid, please contact CIMA immediately at the time of scheduling your exam to discuss and explore alternative options.

11 Reflective Statement and Project Report

- 11.1 Special accommodation may also extend to the Level 4 Reflective statement/Portfolio and Level 7 Project Report. These arrangements should be discussed and agreed between the tuition provider, employer and apprentice. Any special arrangements or support provided to the apprentice for submission of these assessments must be declared and approved by CIMA pre-assessment.
- 11.2 Apprentices wishing to take their Reflective Statement in an alternative format, for example, a face-to-face interview or professional discussion in the workplace with an Independent Assessor, should make a request in writing to exams.consideration@aicpa-cima.com with the following details:
 - a) full name and contact details - email, phone number
 - b) details about your preferred method of assessment
 - c) your availability to take the assessment
- 11.3 A member of our End-point assessment team will contact you to discuss your needs in more detail. CIMA will send formal confirmation of the alternative arrangements in writing.

12 Appendix 1: Special accommodations tariff for test centre and online exams

Please note, this list is not exhaustive. The list below contains the most common types of accommodations. It is the responsibility of the health practitioner to specify appropriate adjustments based on medical needs. CIMA will consider all requests that do not impact the integrity of the assessment or examination.

| Adjustment Category | Specific Adjustment | Test Centre | Online |
|---------------------|--|-------------|--------|
| Testing Room | Specific workstation or set up | √ | √ |
| | Change in the organisation of the assessment room | √ | N/A |
| | Lighting change | √ | N/A |
| | Separate room within the test centre | √ | N/A |
| Assessment | Read aloud (individual to themselves) | √ | x |
| | Extra time 25%, 50% & 100% | √ | √ |
| | *Supervised rest breaks (with time extension) | √ | x |
| | Pause the clock | x | √ |
| | Responses using pre-approved electronic device | √ | x |
| | Use of coloured overlays, low vision aids, or tinted glasses | √ | √ |
| | Reader | √ | x |
| | Scribe/recorder | √ | x |
| | Adjustable contrast or font | √ | x |
| Other | Specific items taken into the test room (condition specific) | √ | √ |
| | Food/drink – clear containers | √ | √ |
| | Specialised or specific medical support equipment | √ | √ |
| | Medication. i.e., Glucose meter and testing supplies | √ | √ |
| | Practical/Personal Assistant – pre/post exam | √ | √ |
| | Sensory/ comfort aids (not listed) | √ | √ |