



# *Access Arrangements – Specific Learning Difficulty (SpLD) guidance*

ICAEW wants to assess your knowledge and skills transparently and fairly. We appreciate that exam conditions may be difficult for some students with a Specific Learning Difficulty (SpLD) such as dyslexia, dyspraxia, dyscalculia and ADHD.

ICAEW takes its responsibilities under the Equality Act seriously and aims to put reasonable adjustments in place to support you in your student journey. This guidance is to support students with (SpLD) to apply for access arrangements.

If you intend to apply for access arrangements for a short-term or long-term impairment, including disability, health condition, pregnancy, breastfeeding or need to observe daily prayers, please refer to the access arrangements section of our [website](#).

As a professional body ICAEW relies on SASC compliant reports to provide reasonable adjustments. Reports must comply with the SASC / SpLD Working Group Guidelines for Assessment of SpLDs in Higher Education and include a statement confirming that it adheres to the Working Group guidelines. [Find out more](#);

ICAEW accepts a pre-16 or JCQ reports provided at any age regarding a specific learning difficulty (SpLD). You will receive 25% extra time as the maximum support whilst you continue your ACA or CFAB studies. If you require more time or additional arrangements, you must obtain a SASC diagnostic report.

## **WHAT ACCESS ARRANGEMENTS ARE AVAILABLE?**

Access arrangements can be permanent or temporary arrangements. Common arrangements include:

- giving you extra time;
- giving you rest breaks (if recommended in a full SASC report);
- using a scribe (writer) or someone to read to you (if recommended in a full SASC report).
- 'sole occupancy' arrangement may have two invigilators present (if recommended in a full SASC report).

## **HOW DO I APPLY FOR ACCESS ARRANGEMENTS?**

Students can apply for access arrangements online via [my.icaew.com/examsonline](https://my.icaew.com/examsonline), and the [application deadlines](#) vary depending on the exam level.

You will be required to upload the below information:

- a covering letter for your access arrangements application including any passwords.
- a formal diagnostic report relating to your (SpLD), this can be either a;
  - a pre-16 or **JCQ** report and or;
  - a full adult (post-16) **SASC compliant diagnostic** report; top-up reports, updated reports will not be accepted.
- any additional supporting evidence that will help us consider your application.

Reports must clearly diagnose a SpLD and contain a page setting out the individual test scores. We will not accept reports which suggest a 'possible' diagnosis or indicate specific difficulties which do not amount to a diagnosis of an SpLD.

## HOW WILL ICAEW REVIEW THE APPLICATION?

If your application meets the criteria set out in this guidance, ICAEW will make an independent decision on the arrangements which we can provide. This means that the arrangements we award may be different to those recommended by your assessor, or those you were granted by another organisation or university, as professional exams are subject to different regulations. The type and extent of any access arrangements you are awarding is at the discretion of ICAEW.

Costs incurred for putting arrangements in place beyond what is deemed to be reasonable by ICAEW are the responsibility of the student or employer.

## WHEN DO I NEED TO APPLY?

You should apply when you register as a student with ICAEW, if you will need arrangements put in place when you book your exams.

The deadlines are:

- Certificate Level exams, 21 working days before your intended exam date. You should not book your exam until arrangements have been confirmed.
- Professional and Advanced Level deadline is the same date as the exam applications deadline for your chosen exam session.

We are able to accept applications until the deadline date. If further information/evidence is required there may not be time to award the arrangements in time for that exam session.

Most applications will be processed within 21 working days, during peak exam periods and for complex applications this may take longer. [View all key exam dates and deadlines.](#)

We will not be able to process your application if we receive it after the deadline for that exam session. If you are diagnosed after the deadline, you should contact us immediately.

## HOW WILL I BE INFORMED THAT MY ARRANGEMENTS HAVE BEEN APPROVED?

Once your application has been approved, we will confirm the arrangements that will be put in place for you by email.

## ARE ACCESS ARRANGEMENTS AVAILABLE AT ALL EXAM VENUES?

If you are granted access arrangements after booking onto an exam session, which cannot be accommodated in the venue you have selected, your booking may need to be transferred to a different venue.

## CONTACT US

For more information on access arrangements, please visit the [access arrangements for exams](#) information on our website.

If you would like to discuss the outcome of your application, you should submit your enquiry at [my.icaew.com/examsonline](https://my.icaew.com/examsonline).