



# Special Arrangements Application Form

For office use only

Date received:	Ackn. date:	EDU:	Membership number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PLEASE READ THE GUIDANCE NOTES ON THE REVERSE OF THIS FORM BEFORE COMPLETING THIS APPLICATION FORM**

## 1 Section 1 – Candidate and centre details

<input type="text"/> Family name: <input type="text"/> First names: <input type="text"/> Membership number: <input type="text"/> Email: <input type="text"/> Mobile: <input type="text"/> Telephone: <input type="text"/> Fax:	<input type="text"/> Examination session and date:  <input type="text"/> Proposed examination centre:
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## 2 Section 2 – Special arrangement details

Reason for the special arrangements application (eg dyslexia)	
Required amendments to the examination arrangements (eg x minutes additional time; wheelchair access)	
Details of the documentary evidence for the application (eg Doctor's letter)	

I have read and understood the Institute's policy on special arrangements. I have enclosed documentary evidence as per the published policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form by post to Institute of Risk Management, 2nd Floor, Sackville House, 143-149 Fenchurch Street, London EC3M 6BN or email to [studentqueries@theirm.org](mailto:studentqueries@theirm.org)

## GUIDANCE ON SPECIAL ARRANGEMENTS

The IRM will, wherever possible, provide examination arrangements that take account of students' special requirements. Requests for special arrangements must be made on this form and submitted by 28 February for the June examinations and by 31 July for the November examinations. While the Institute aims to meet all special requests it cannot undertake to fulfil individual requirements where applications are received late.

You must complete the application in full. You must also attach evidence, such as a doctor's letter, which:

- Confirms the particular condition that you are suffering from;
- Provides specific details of the likely length of time for which you will need special arrangements;
- Makes a recommendation as to how the examination arrangements should be amended, e.g. the proportion of additional time required; changes to the venue, etc

Failure to submit the appropriate evidence with the application may result in your special arrangements application being rejected.

In the case of continuing conditions, case details will be held on file and appropriate arrangements will be made at each examination diet whenever you submit an examination entry application form.

Every effort will be made by the Institute to accommodate student applications and students will be advised in writing of any special arrangements made.

Circumstances constituting a special requirement that are not reported to the Institute as specified will not subsequently be considered under the extenuating circumstances policy.

### COSTS

Reasonable costs arising through special arrangements will normally be absorbed by the Institute. In some circumstances, in order to accommodate special arrangements, the Institute may require a candidate to sit their examination at a venue that is not their preferred option.

### STUDENTS WITH DYSLEXIA

The Institute provides examination arrangements that take account of the needs of individual dyslexic students. This is to ensure that students are not disadvantaged in their assessment. Students with dyslexia must supply an adult assessment report undertaken by a chartered psychologist. This assessment should have been conducted after the

student's eighteenth birthday. This report is used as evidence of a candidate's condition and to identify specific ways in which the Institute can help the candidate, for example, provision of a word processor.

The adult assessment report can only be used to allocate additional examination time outside the norm if it specifically states how much additional time should be awarded. Where the adult assessment report does not fulfil these criteria, the student will be required to support their application with independent documentary evidence. This evidence must be supplied by a specialist teacher, an educational psychologist or other appropriately qualified professional.

A maximum of 25% additional time may be given for students with dyslexia. Certain circumstances may require further consideration with regard to other allowances, e.g. breaks in the examination.

### STUDENTS WITH WRITING PROBLEMS

Writing problems resulting from arthritis, RSI, tendonitis and back/neck pain may have a maximum award of an additional 30 minutes examination time. Certain circumstances may require further consideration with regard to other allowances, e.g. breaks in the examination.

### STUDENTS WITH VISION PROBLEMS

The Institute is also able to offer enlarged print papers to candidates with sight problems. Students who request enlarged print papers are advised to make their requirements very clear with regard to format and size of the examination paper.

### USE OF AN AMANUENSIS

An amanuensis, or scribe, may be made available to students where an application is made with appropriate supporting medical documentation. Please refer to the IRM's website for detailed guidance on the use of an amanuensis.

Please return this form to:

Institute of Risk Management  
2nd Floor  
Sackville House  
143-149 Fenchurch Street  
London  
EC3M 6BN

or email to [exams@theirm.org](mailto:exams@theirm.org)