

## Access Arrangements – Special Considerations Policy

Version	Document Owner	Changes	Issue Date
V1	Education and Qualification Policy (EQP) team <a href="mailto:globaleqs@rics.org">(<a href="mailto:globaleqs@rics.org">globaleqs@rics.org</a>)</a>	Replaces RICS “Special Considerations” policy.	April 2023

### Introduction

This document sets out RICS’ policy and procedure for:

- Special considerations (post-assessment)

The policy applies to all grades of RICS membership, and all regulated qualifications offered by RICS.

It is important members, candidates, and learners (“The Applicant”) are aware of this document and that they are part of the decision-making process.

A special consideration is defined as a consideration given to an applicant who has temporarily experienced a significant personal difficulty **at the point of taking an assessment**, for example:

- Illness or injury
- An event outside the applicant’s control which has or is likely to have had a significant material effect on their ability to take an assessment and demonstrate their level of attainment

Applicants undertaking the RICS Chartered assessment interview are asked by the panel at the start of the interview if they are fit and well proceed, but RICS recognises that following an assessment, an applicant may wish to submit a request, in recognition of a difficulty they have encountered.

## **Procedure**

Applications are made by completing a special considerations application form and must be received by RICS within 5 days of the date of the assessment.

Applications will not be considered after results have been released unless:

- Evidence of a medical condition that could have affected the applicant's performance at the time of assessment is found
- The assessment is via on-screen/on demand assessments where results are known immediately

RICS will ensure that it complies with the UK GDPR (and confidentiality) in respect of how it processes this information and the evidence provided.

Each request will be considered on an individual basis by RICS' Education and Qualifications team using a triage system. To support the team in deciding, RICS may seek expert external advice about a request and the types of adjustments possible.

## **Outcome**

RICS will consider what adjustments it can reasonably make to support the applicant in managing the difficulty they experienced during the assessment.

If RICS comes to the decision that no action can be taken, the applicant will be informed why.

To appeal a decision, the applicant must respond within 7 days from the point they are notified of the outcome.