



Requests for additional/ extra/ adjusted time.

This guidance supplements the existing [FPH Examinations Policy for Candidates Requiring Adjustments](#), and should be read in conjunction with the policy.

Additional time (or adjusted time) can be requested as a reasonable adjustment by candidates for both the FPH Diplome and Final Membership exams.

In the majority of circumstances 25% extra time will be offered as an adjustment where a relevant need has been demonstrated and supporting evidence provided (e.g. for specific learning differences such as dyslexia). This is in line with current national practice.

Requests for above 25% additional/extra/adjusted time (26-50%).

Additional time in excess of 25% will only be considered in exceptional circumstances. In order to consider more than 25% additional time, further supporting evidence of candidates needs will be required. This evidence should clearly outline:

1. Why 25% additional time is insufficient to meet the candidate's needs.
2. The maximum amount of additional time requested (e.g. 40%).

This may include:

- Evidence that 25% additional time has previously been insufficient to meet the candidate's needs (including in combination with other reasonable adjustments).
- Evidence that there is a clear body of evidence that 25% additional time is insufficient (including in combination with other reasonable adjustments) for people with similar needs as the candidate
- Evidence of the significant impact on day-to-day functioning and any significant workplace adjustments in place.
- Evidence from a relevant professional that the candidate's needs have a very substantial and long-term adverse effect on speed of working.
- Evidence from a relevant professional clearly demonstrating substantially below average performance on two or more areas in standardised scores that assess areas of speed of working.
- Evidence from a relevant professional that clearly recommends a specific time adjustment of between 26-50%, with reasoning.

Significant adjustment to timing of exams can mean that candidates experience very long exams, which candidates may find very tiring. Use of other reasonable adjustments (such as voice to text software) in combination with 25% additional time should be considered to minimise the potential for fatigue and negative impacts on candidates.