



**FACULTY OF  
PUBLIC HEALTH**

# Tips for Reasonable Adjustments applications for FPH exams.

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# Reminder: What is a reasonable adjustment?



Reasonable adjustments are individualised, there is no 'one size fits all'.

You **do not** need a diagnostic label to meet the definition of having a disability, and therefore apply for reasonable adjustments for a disability. Please note that it is, however, necessary to supply documentation to support your request from a relevant trained expert, please see slide 3 .



# When deciding what adjustments to ask for (1)

- Check- have you read the [policy](#)?
- Consider what adjustments (if any) you have that enable your normal working day e.g. Those that support you in:
  - navigating a computer.
  - discussions with others.
  - being able to sit for extended periods of time.
  - managing your needs on a daily basis.
- Could these support you in an exam situation?
- FPH may not be able to provide all equipment or software that some applicants may want to use as a reasonable adjustment. Make sure you have your own equipment (e.g. sourced through [access to work](#)) if you are requesting these adjustments, for example, coloured overlays. For the Diplomate Exam, software such as voice to text (dictation software), will need to be provided by the test centre.
- Check that you have supporting information regarding your needs, and how the adjustments you are requesting might meet your needs e.g.
  - Occupational Health reports.
  - Educational Psychologist reports.
  - GP letters.



# When deciding what adjustments to ask for (2)

- **Remember:** You do not need to have a diagnostic label to meet the legal definition of disability, and therefore to be able to request reasonable adjustments.
- If you do not have a diagnostic report, you could include documentation from a relevant trained expert that outlines your needs, how they impact you and the duration of their impact on you.
- Did you have adjustments in a previous sitting? If your needs have changed, or adjustments were not sufficient, make sure you include new relevant evidence or explanation to support requests for adjustments not previously in place. E.g. when asking for adjusted time in addition to using voice activated software, when you previously only asked to use the software.

# When applying for reasonable adjustments (supervisor guidance)

NOTE: Requests for reasonable adjustments are anonymised whenever possible during the review of the request and the examination processes.

## Supervisors.

- Make sure that your letter references the applicant by name, and the exam they are applying for.
- Is signed (including digitally) and includes your name and job title.
- Is dated.
- Includes contact details in case further information is needed.
- Clearly and specifically outlines what adjustments are being requested and states your support for those adjustments.
- Reference the supporting information provided (i.e. as supported by educational psychologist's report).

# Examples of details needed for applications for reasonable adjustments

## **Examples:**

When requesting extra/adjusted time please be specific on the amount of extra/ adjusted time being requested (e.g. 25%) and how this time is to be used (front loaded, adjusted throughout exam, for additional bathroom breaks).

When requesting rest breaks please be specific e.g. how many, duration, time between breaks/ to be taken as needed.

# When applying for reasonable adjustments (applicant guidance)

- Make sure that you are clear on the exam sitting you are applying for.
- Check you have included all supporting documents, including your letter of support from your Training Programme Director/ Work Supervisor/ Manager.
- Check your supporting documents meet the requirements outlined in the [FPH policy](#). We recognise that all cases are individual so if in doubt, ask.
- Be as clear and specific about the adjustments you are requesting as you can. Include what you are asking for as well as why.
- Reference the supporting information provided (i.e. as supported by educational psychologist's report). If possible, reference the key page in the supporting information.
- Make sure your letter of support from your Training Programme Director/ Work Supervisor/ Manager clearly references the adjustments you are requesting, and their support for these adjustments.

# When applying for reasonable adjustments (applicant guidance)

**NOTE:** often diagnostic reports and supporting evidence outlines that a candidate may/would benefit from extra/adjusted time but doesn't specify the amount of extra/ adjusted time. Make sure you are clear on how much extra/adjusted time you are requesting. Most additional needs (e.g. needs relating to dyslexia) will be supported by up to 25% extra/adjusted time. Very complex needs may require adjustments above 25%, which must be clearly supported by the supporting information provided.

## **Examples:**

- When requesting extra/adjusted time please be specific on the amount of extra/ adjusted time being requested and how this time is to be used (front loaded, adjusted throughout exam, for additional bathroom breaks).
- When requesting rest breaks please be specific e.g. how many, duration, time between breaks/ to be taken as needed.
- When requesting use of devices/ equipment please be clear on whether you already have access to this equipment (e.g. use of a headset, voice activated software, coloured overlays).





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