

## Reasonable Adjustments Guidance for the Situational Judgement Test (SJT) for selection to UKFP 2019

### What are reasonable adjustments?

Reasonable adjustments are practical changes to the delivery of the SJT that mitigate the effects of particular applicant characteristics or circumstances on their ability to take the SJT, without changing the demands of the assessment e.g. a disability, health condition or impairment, or religious observance. No adjustment will be made to the standard of the SJT or the score achieved by any applicant. An adjustment may not be considered reasonable if it involves unreasonable costs or timeframes, or affects the security or integrity of the assessment.

### Do reasonable adjustments apply to applicants applying via their medical school<sup>1</sup>?

For the majority of UK applicants, it is expected that the medical school already holds evidence of approved reasonable adjustments which result in special examination arrangements. If required we may contact your medical school for a copy of the evidence they hold to ensure it meets the standards set out in this document.

Please note that the Reasonable Adjustments allowed for the SJT may differ from those allowed by your medical school as the SJT is a test for selection into employment. If you have such an arrangement with your medical school, a request form for reasonable adjustments for accessing the SJT must be submitted by **Thursday 27 September 2018**.

New requests for reasonable adjustments, with supporting evidence, must be submitted at the earliest opportunity and no later than **Thursday 27 September 2018**.

### **CASE STUDY: When you already had adjustments at the UK medical school**

Laurie has had rest breaks when taking written exams at her medical school in year two and the university's Disability Services held a copy of the medical evidence. She has not needed rest breaks in recent exams.

As stress can make Laurie's mobility impairment worse, she wants to have the option of rest breaks while taking the SJT. Laurie contacts the Disability Services in good time to check whether the evidence they hold is still current. She is advised to contact her GP for an appointment and to undergo a new assessment by an Occupational Health clinician. Afterwards she completes the form requesting reasonable adjustments for the SJT and states the university already holds valid documentation. She submits the form to the medical school before 27 September 2018.

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<sup>1</sup> For applicants who qualified or are expecting to qualify from a UK medical school between 07 August 2017 and 01 August 2019

## **Do reasonable adjustments apply to applicants applying via the Eligibility Office<sup>2</sup>?**

New requests for reasonable adjustments, with supporting evidence, must be submitted at the earliest opportunity and no later than **Thursday 27 September 2018\***.

### **CASE STUDY: Applying for reasonable adjustments via Eligibility Office**

Antoine has had a juice bottle and a blood sugar monitor while taking exams at his medical school in France. He would like to have them available while he takes the SJT.

He arranges for his valid medical evidence to be translated into English by an accredited translator. He sends the form requesting reasonable adjustments for the SJT along with his medical evidence and its translation to the Eligibility Office by the 27 September 2018.

### **Please note:**

This request for reasonable adjustments, and any supporting evidence, is only considered for the purpose of accessing the SJT and is not disclosed to the foundation school or employer. If the information you are providing relates to adjustments that will be relevant to your performance as a foundation doctor, we would expect you to disclose it via your application form, the national Transfer of Information and any relevant pre-employment checks as appropriate.

Please note that a delay in scheduling an appointment to obtain documentation necessary to support the reasonable adjustment application is not in itself an unforeseen circumstance and would not be expected to count as a late adjustment.

### **CASE STUDY: Late reasonable adjustments**

Ciara was diagnosed with a learning disability in November 2018. A week before her scheduled SJT date she has also had a wrist injury of her writing hand while playing tennis.

Ciara contacts her medical school to enquire whether she can apply for late reasonable adjustments for the SJT. She is advised that the SJT papers have been printed by now and she will not be able to receive a larger font SJT paper. However, she is encouraged to submit the form requesting reasonable adjustments for the SJT along with a letter from the doctor treating her injury at the hospital, which confirms her recent wrist injury and impact on her ability to write. The medical school then contacts MSC Assessment/UKFPO and when the late request is approved, arranges for a scribe to assist Ciara during the SJT.

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<sup>2</sup> For applicants who qualified from a medical school outside of the UK, or from a UK medical school prior to 07 August 2017

## **1. Reasonable adjustments may be made on the following grounds:**

- **Applicants with a known and long-standing learning disability**

Applicants must provide a full formal assessment report from an Educational Psychologist, with recommendations regarding the adjustments to be made. It is recommended that the assessment of specific learning disabilities should be based upon diagnostic tests undertaken in the applicant's first language.

- **Applicants with a long term or permanent physical disability, health condition or impairment**

Applicants must provide an original medical certificate or a letter from the relevant health professional, including contact details, and an assessment by Occupational Health, with recommendations regarding the adjustments to be made.

- **Applicants with a temporary health condition or impairment, or acute flare-up of a long-term health condition**

Applicants must provide an original medical certificate or a letter from the relevant health professional, and an assessment by a relevant health professional (normally a doctor or Occupational Health professional) with recommendations around the adjustments to be made, valid for the date of the SJT.

- **Other, e.g. religious observance**

Independent written evidence must be provided for any other request for special arrangements.

**2. The following reasonable adjustments may be considered (this list is not exhaustive):**

**Time-related adjustments**

- **Additional time allowances/ Rest breaks** - Up to 25% additional time is normally permitted in total. Each case will be considered on an individual basis.
- **Flexible start times (test length unchanged)** - An alternative start time may be permitted.

**Modification of SJT question booklet**

- A modified question booklet may be provided. Note that:
  - The standard question booklet is Arial font size 12, 1.15 line-spaced, black ink on white paper.
  - The modified question booklet is Arial font size 14, double-spaced, black ink on white paper.

**Personal assistance**

- **Alternative location** - Applicants may be permitted to take the SJT in another approved venue.
- **Food and drink** - Applicants may be permitted to bring food and drink into the venue.
- **Reader and/or scribe** - Applicants may require a reader and/or scribe (or 'amanuensis'). *It is advisable for the applicant and the reader and/or scribe to discuss in advance of the SJT how they will work together.*

**Specialist equipment**

- **Colour filters** - Applicants may use a colour filter or overlay.
- **Furniture** - Applicants may require ergonomic furniture.
- **Lighting** - Applicants may have particular lighting requirements or may require blinds at the windows.

### **3. Standard of evidence to be held by your medical school or submitted to the Eligibility Office**

Evidence presented by applicants would normally be expected to meet the following standards:

- Evidence must be written by independent and appropriately qualified professionals. Medical evidence must be written by an independent recognised healthcare professional, who is not related to the applicant by birth or marriage, is not in a personal relationship with the applicant and does not live at the same address as the applicant.
- Evidence must be on headed paper, signed and dated by the author and provide the GMC reference number (or equivalent) of the practitioner where relevant. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the author's organisation.
- Full contact details of the author must be provided including name, telephone number, email address and postal address.
- Evidence must be in English. It is the applicant's responsibility to provide supporting documentation and any translation should be undertaken by an accredited translator (e.g. be a member of the Association of Translation Companies - <http://www.atc.org.uk/>).
- Evidence must be original. Copies of supporting evidence will only be accepted in exceptional circumstances.

and

- Evidence must be unaltered by the applicant. Documentation that has been amended for any reason will be deemed inadmissible. If there is evidence that an applicant has fraudulently presented documentation, this may jeopardise their application to the Foundation Programme.
- The medical school or Eligibility Office should only uphold an applicant's request for reasonable adjustments when, in their opinion, all of the above clauses are fully satisfied.
- The decision of the medical school or the Eligibility Office is final, unless it is a late request and in these circumstances the final decision will lie with MSC Assessment and the UKFPO.

The medical school or Eligibility Office reserves the right to take such steps as deemed necessary to verify the evidence submitted without prior notification.

#### **4. Confidentiality of Evidence**

By submitting a request for reasonable adjustments, the applicant agrees to personal data being held for the purposes of processing the request, as defined by the UK Data Protection Laws.

Confidential information will only be shared on a 'need to know' basis. Any applicant wishing to restrict the sharing of such information should make his or her wishes known in writing. Normally such wishes will be respected unless to do so would be against the best interests of safety or security of any person(s).

The medical school or Eligibility Office reserves the right to contact a third party directly to verify the evidence provided. The UKFPO reserves the right to request access to the reasonable adjustments request form and accompanying evidence.

Applicants should be aware that the medical school or Eligibility Office cannot respond to an applicant's circumstances if they remain unaware of relevant information.

**CONFIDENTIAL**

**REQUEST FOR REASONABLE ADJUSTMENTS FOR THE SJT FOR UKFP 2019**

This form should be completed if you want to make the medical school or Eligibility Office aware of a disability, health condition or impairment, or other grounds for adjustment (e.g. religious observance), and wish to request reasonable adjustments to the delivery of the SJT. You must complete this form even if you believe that your medical school already holds this evidence. Please read the guidance notes fully.

This form must be completed and returned to the medical school or Eligibility Office at the earliest opportunity and no later than **Thursday 27 September 2018**, except in the event of circumstances which are both acute and unforeseen.

<b>Name</b>	
<b>ID number<sup>3</sup></b>	
<b>Medical school</b>	
<b>E-mail address</b>	
<b>Date claim submitted</b>	

<b>Reasonable adjustments requested</b>	<b>Grounds for request</b>

**List below the documentation which supports your request. If the document is already held at your medical school please indicate with an asterisk\*. If the medical school does not hold a copy, please attach the document to this form**

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The medical school or Eligibility Office reserves the right to verify the validity of supporting evidence by contacting the third party directly, and to reject claims where evidence is not provided. If there is evidence that you have fraudulently presented documentation, this may jeopardise your application to the Foundation Programme.

**I confirm that the information I have given is true, and that I have read and understood the guidelines on reasonable adjustments**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Data protection**

For the purpose of processing my request for reasonable adjustments, I consent to the use of my name and other relevant details as set out above. I understand that this information will not be used for any other purpose without my prior consent unless authorised by law.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<sup>3</sup> University student number or Eligibility application reference number; Oriol PIN if known