

## CANDIDATE WITH SPECIFIC REQUIREMENTS POLICY

Policy on the facilitation of candidates with specific requirements in the examination process

### 1) INTRODUCTION

The Actuarial Society of South Africa ("Actuarial Society") is committed to providing a learning and assessment experience of quality and integrity to every candidate intent on writing an actuarial examination of the Society. This includes the facilitation of the specific needs of students with specific requirements.

### 2) POINT OF DEPARTURE

The Actuarial Society understands that Candidates with specific requirements may have specific needs with regards to the examination process that are not facilitated under normal circumstances. The Society is committed to interventions in order to facilitate those needs, wherever realistically practical, relevant and reasonably affordable.

The Society further believes that generic provision for defined classes of specific requirements is not the ideal approach to assisting candidates with specific requirements and commits to evaluating the needs requirements of each candidate with a specific requirement to ensure an optimal solution.

### 3) PROCESS OF NEEDS IDENTIFICATION

Candidates wishing to request alternative examination arrangements due to specific requirements must submit their initial enquiry/application to the Actuarial Society of South Africa Administration Office. They will then be required to fill out an application form, stipulating:

- i. The nature of the disability, and
- ii. the nature of the alternative arrangement required

### **The nature of the disability**

The application needs to be accompanied by a letter from a health professional registered with the Health Professions Council of South Africa (HPCSA), or a similar institution, should the health professional not be in South Africa. The letter must substantiate the nature and extent of the disability involved. All new applications must consist of: a completed application form available on the ASSA website ([www.actuarialsociety.org.za](http://www.actuarialsociety.org.za)), an explanatory covering letter and supporting documentation such as a medical certificate, doctor's note or letter from a health professional registered with the Health Professions Council of South Africa (HPCSA), or a similar institution. The documentation must also include the recommendation given for extra time, where applicable. All supporting documentation must be current and up to date.

### **The nature of the alternative arrangement required**

Candidates wishing to request alternative examination arrangements due to venue changes must directly apply their initial enquiry to the Actuarial Society of South Africa Office. They will then be required to fill out a Request for Alternative Exam Venue Application Form which can be found on the ASSA website, and submit it to the ASSA Administration Office: [assaadmin@actuarialsociety.org.za](mailto:assaadmin@actuarialsociety.org.za).

#### **4) CONSIDERATION OF REQUEST**

The application will be considered by the Executive of Education in consultation with the Chairperson of the Board of Examiners. All applications must be submitted before the close of registration of the examination concerned. Once a decision is reached with regards to alternative arrangements to be made, the candidate will be informed and the relevant steps will be taken to ensure that a suitable venue, infrastructure, resources, invigilator or schedule is procured, as may be relevant to the situation. If, after the exam entry closing date you find that access arrangements are required for a single occasion, e.g. a broken hand or wrist, etc. you are requested to inform us as soon as possible as we may still be able to make

suitable arrangements, though we cannot guarantee this.

In some cases it may be necessary for you to postpone your exam to a later date.

We also reserve the right to decline requests for access arrangements where the documentation requirements (see above for details) have not been met, or if the deadline for applications has passed.

Applications and supporting documentation will be stored electronically and may be shared with appropriate third parties as necessary during the examination process. If any changes to the current arrangements are required, you must inform the ASSA Administration Office, and provide new supporting documentation.

We reserve the right to seek guidance, advice and documentation from specialist practitioners on certain conditions, other than GPs. This is to ensure that all students have the arrangements appropriate to their needs. In addition we reserve the right to request updated documentation.

## **5) ALTERNATIVE ARRANGEMENTS AVAILABLE**

The possible alternative arrangements available as options include, but are not limited to,

- i) Extended time for writing
- ii) Computers
- iii) Alternative formatting of examination paper

Please note that we are unable to provide a separate room at our standard exam centres.

## **6) EXAMINATION SITTING**

The candidate will receive detailed instructions with regards to the terms of the alternative arrangement, including details of differences in scheduling, venue, etc. The invigilator will be briefed with regards to the alternative arrangements and additional requirements that have been approved. The Model, Documentation Analysis & Reporting Exam (A420):

Following the policy guidelines of the UK IFoA where the exam is set and because of venue restrictions, we will only be able to grant a maximum one additional hour at the start or at the end of the stipulated exam time, and as a result you are likely to experience some disruption during the exam.

**7) MARKING**

Should the arrangements made for addressing the needs of the candidate extend to the marking of the paper, the principal examiner and the markers will be consulted and informed of any additional requirements.

**8) RECURRENCE**

Alternative arrangements made for any given examination session will not automatically be transferred to any subsequent sessions. Should a candidate require alternative arrangements at any other examination sessions, the application process must be followed from the beginning. For long term conditions we reserve the right to request new documentation if the original evidence is more than two years old.

**9) REVIEW**

This policy will be reviewed annually. Amendments to this policy can only be made by a legitimate decision of the Council of the Actuarial Society.