

## **Possibility of an On-Line Oral Examination in Exceptional Circumstances**

APEAS examination regulations state that 'A candidate must attend for Oral Examination on the date and time and at the venue specified by APEAS'. However, and exceptionally, a candidate may either:

- request that their Oral Examination be conducted on-line; or
- be offered an on-line Oral Examination by way of a reasonable adjustment to the delivery of the Part 3 Examination in response to a learning difficulty and/or a disability.

In either case, the on-line Oral Examination will normally take place on one of the days scheduled for in-person Oral Examinations.

### **The option of an Oral Examination by way of a reasonable adjustment to the Part 3 Examination process**

APEAS is experienced in making appropriate reasonable adjustments to the examination process in support of candidates who declare, and provide proof of, a learning difficulty and/or a disability. Those reasonable adjustments may apply to both written submissions and the Oral Examination and will be determined on a case-by-case basis – the possibility of offering a candidate who has declared a learning difficulty and/or a disability an on-line Oral Examination as an appropriate reasonable adjustment will be considered as part of that process.

### **Request for an on-line Oral Examination**

A request for an on-line Oral Examination will be considered on the basis of:

- A candidate's caring responsibilities that would make attendance at the specified venue exceptionally difficult. \*
- Travel difficulties that would make attendance at the specified venue exceptionally difficult. \*\*
- Sudden exceptional personal circumstances such as illness or the death of an immediate family member, guardian or close friend, which might include attendance at a funeral and associated rites or being the victim of serious crime. \*\*

*\*Such a request must be received at least 4 weeks before the time of the Oral Examination*

*\*\*Due to the nature of these criteria, it is understood that it will not always be possible to submit a request within the timescale specified above. Candidates should contact APEAS as soon as they are aware that there is an issue. Whilst APEAS will be as flexible as possible, candidates should be aware that, given timescales, it may not be possible to make alternative arrangements.*

Any request must be made on the attached pro-forma and must be accompanied by a statement of support from the candidate's Professional Studies Adviser.

All requests will be considered for approval by the Convenor of the Examination Committee, the Senior Examiner and the Chief Executive Officer.

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Any request must be made on this form and submitted to APEAS via email to [info@apeas.org.uk](mailto:info@apeas.org.uk) and must include a statement of support from the candidate's Professional Studies Adviser.

All requests will be considered for approval by the Convenor of the Examination Committee, the Senior Examiner and the Chief Executive Officer.

**Candidate Name:**

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**Candidate Number:**

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**Reason for requesting an On-Line Oral Examination**  
(refer directly to the reasons given above)

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**PSA Statement** in support of candidate's request for an on-line Oral Examination

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**Candidate Signature:**

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**Date:**

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**PSA Name:**

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**Date:**

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**PSA Signature:**

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