

Access Arrangements and Reasonable Adjustments

The BDMA acknowledges that some examination candidates can be substantially disadvantaged by having to take exams under standard conditions. We try to compensate as much as possible for any disadvantage you may experience so that your work can be assessed fairly. However, our exams must be assessed under invigilated conditions and with appropriate time constraints and restricted access to syllabus materials to protect the integrity of our accreditation programme.

We can make reasonable adjustments for candidates who have different educational requirements or disabilities including those who are dyslexic, blind, partially sighted or those with impaired movement as defined by the Equality Act 2010.

If you have a disability or a condition which you believe may cause you substantial disadvantage in an exam you will need to notify the BDMA in writing with evidence of your condition and with an endorsement or diagnostic report by a suitably recognised professional. You will also need to explain how your performance could be affected and what steps can be taken to ensure you are able to perform as well as you can. Applications without relevant evidence cannot be considered.

Ideally an application for a reasonable adjustment or access arrangement should be sent with your exam entry – in any case the BDMA need to be notified at least 4 weeks before the date of the exam to put any arrangements in place. The BDMA will take all reasonable steps to meet the request but it may not be possible if there is insufficient time to make the arrangements.

Examples of ways in we can help candidates who let us know in advance are below:

- Dyslexia – up to 25% extra time, alternative font, alternative paper colour
- Diabetes – extra time to check blood sugar levels, eat or take required medication