

How to apply for alternative arrangements in the examinations



Practical Tax People
Association of
Taxation Technicians

What are alternative arrangements and how do I apply for them?

If your personal circumstances are such that it takes you longer to read and write than is normally allowed for in an examination and you require additional time or alternative arrangements than the usual, you will need to complete a form, which you can download [here](#), in order for your requirements to be individually assessed.

You will need to submit the form, along with supporting medical documentation (as up-to-date as possible) before the closing date of the examination you intend to sit.



What alternative arrangements are available? The following are examples provided for guidance only.

Candidate may have:	Possible alternative arrangements include:
Arm/Hand/Wrist pain/injuries	Extra time per paper Rest breaks Laptop Scribe Separate room (if using a scribe/laptop) Double desk Permitted to use a writing board/wrist brace/supporting medical equipment.
Arthritic conditions	Extra time per paper Laptop Scribe Separate room (if using a scribe/laptop) Double desk
Back pain	Extra time per paper Laptop Scribe Separate room (if using a scribe/laptop) Double desk Permitted to use back support
Mental health conditions	Potential extra time per paper Laptop Separate room Seated at the back of the hall/near exit
Pregnancy	No extra time generally permitted Seated nearest the bathroom/exit Double desk

Visual Impairment	Extra time per paper Laptop Scribe Reader Braille if requested Enlarged paper Separate room Double desk Permitted the use of reading aids such as magnifier etc.
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[Important information](#)

All requests must be supported by a G.P/consultant/Educational Psychologist’s appropriate documentation (as up-to-date as possible). Dependent on the location of your chosen examination centre you may be asked to supply your own laptop. You will not have the use of Excel in the instance where you are permitted the use of a laptop and may therefore choose to submit the numerical aspect by hand (or if you have a scribe you may ask them to complete this element of the examination). You will have access to Microsoft Word and be permitted the use the spellcheck.

Under any circumstances we reserve the right to refer your application externally to our Occupational Health Adviser. All decisions made by the ATT in conjunction with the Occupational Health Adviser are final. We reserve the right to ask for updated medical information for each session, should this be required.

If your medical condition does warrant an allocation of extra time, we will endeavour to seat you in a separate room with other candidates who require extra time in order to minimise disruption, however, this cannot always be guaranteed. You will be notified if you are going to be seated in a separate room prior to your candidate information being released. Candidate information is sent, via email, approximately three weeks prior to the examination.

Should you have any questions prior to your application, please email education@att.org.uk. Applications for pre-existing conditions should be made by the examination entry deadline of; the end of August for the November session and the end of February for the May session.

If you are unable to meet the above deadlines and require alternative arrangements, we will not be able to guarantee that we can meet these if the request is made without appropriate prior notice. We will, however, endeavour to do so of course. Candidates using laptops are required to be seated in a separate room with an invigilator present.

[E-Assessment examinations](#)

If you require alternative arrangements in the E-Assessments, please contact us **prior** to scheduling your examination. We cannot add extra time to an existing booking, nor can we guarantee the use of a reader or other aids.