



Application for access and inclusion arrangements

Please complete and return this form to exams@actuaries.org.uk

- All applications for access arrangements must be returned no later than **17.00 (UK time)** on the exam entry closing date for each session. It may not be possible to agree access arrangements if requested after this deadline.
- Please refer to the Access and Inclusion Arrangements Policy to understand what evidence is required to support your application.
- Not all access arrangements and comfort aids can be accommodated in examination centres. Please refer to the Access and Inclusion Arrangements Policy and the Comfort Aid list to see what can be accommodated in examination centres and/or with remote proctoring.

Full Name	
ARN	
Email	
Reason for application (e.g. dyslexia, broken wrist, religious observance)	

Is this a new application or a change to existing approved access arrangements?

- ☐ New application
☐ Change to existing approved access arrangements

Your access arrangement requirements

Please indicate the access arrangements you require.

- ☐ Extra time, please specify: ____ %
☐ Rest breaks, please specify: ____ %
☐ Remotely proctored examination
☐ Use of scribe
☐ Use of speech recognition software
☐ Use of computer reader
☐ Use of reader
☐ Carer and/or service animal
☐ Other: ____

Your inclusion requirements

Please indicate the inclusion arrangements you require.

- ☐ Gender expression does not match official identification documentation
☐ Physical appearance does not/cannot be verified against official identification documentation, for example due to an injury, full or partial face covering.
☐ Religious observance, please specify: ____



Your comfort aid requirements

Please indicate the comfort aids you require

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Additional Information:

1. *If you need take an external remote-control device into the exam room, including a mobile phone, you must apply and be approved for an accommodation to do so.*
2. *You will need to apply for access arrangements if you have any mobility difficulties so we can ensure you can access the exam centre and exam room.*

Additional requirements to be shared with the invigilator

Please indicate any additional requirements the invigilator should be aware of:

- ☐ Rest breaks taken at exam desk
- ☐ Rest breaks can be used for leaving the room, e.g. accessing medication
- ☐ Permission to speak or read aloud
- ☐ Physical stimming or tics
- ☐ Vocal stimming or tics
- ☐ Other please specify: _____

Supporting evidence must provide clear justification for the arrangements requested.

- ☐ Supporting documentation provided with application

If you do not currently have access to supporting evidence please confirm the date supporting documentation will be provided or contact exams@actuaries.org.uk to discuss next steps: _____

Please provide any further details of what arrangements you require

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Declaration

I declare that the information provided is true and complete to the best of my knowledge.

Signature	
Date	