

# **Accounting Technicians Ireland Policy**

## **Reasonable Accommodation/Reasonable Adjustment**

**2023\_24**



## 1. Reasonable Accommodation/Adjustment Policy

1.1. Accounting Technicians Ireland employs such assessment methods which test the candidates' knowledge and understanding and whilst reasonable consideration can be given to allow for a degree of exam accommodation, we wish to make clearly understood that should a candidate fail to attend an examination due to, or should their performance in an examination be affected by circumstances such as, conditions of illness, injury or temporary incapacity, Accounting Technicians Ireland will accept a request for the candidate to sit the examination at the next scheduled sitting (with no charge) if the required evidence has been supplied.

1.2. The reasonable accommodations/adjustments are intended to:

- a. remove, as far as possible, the impact of the disability on the candidate's performance and thus enable the candidate to demonstrate his or her level of attainment and
- b. ensure that, whilst giving candidates every opportunity to demonstrate their level of attainment, the reasonable accommodation/adjustment will not give the candidate an unfair advantage over other candidates in the same examination.

1.3. If a candidate fails to attend their examination, they are to follow the laid down guidelines as shown within the Rules and Regulations.

1.4. As legislated for in the Disability Act 2005, the appointed Access Officer for Accounting Technicians Ireland is Ms. Brid Longe, Assessment Lead, Accounting Technicians Ireland.  
Email: [blonge@accountingtechniciansireland.ie](mailto:blonge@accountingtechniciansireland.ie) or by phone 01 6498132.

1.5. In accordance with the Disability Act 2005, two Inquiry Officers have been appointed to process complaints which people with disabilities may have in relation to the services offered by Accounting Technicians Ireland.

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| <p>Brid Longe<br/>Assessment Lead<br/>Accounting Technicians Ireland 47-49<br/>Pearse St, Dublin 2<br/><a href="mailto:blonge@accountingtechniciansireland.ie">blonge@accountingtechniciansireland.ie</a><br/>or by phone 01 6498132</p> | <p>Gillian Doherty<br/>Chief Operations Officer<br/>Accounting Technicians Ireland 47-49<br/>Pearse St, Dublin 2<br/><a href="mailto:gdoherly@accountingtechniciansireland.ie">gdoherly@accountingtechniciansireland.ie</a><br/>or by phone 01 6498109</p> |
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1.6. This document is in accordance with the Disability Act 2005.

1.7. The **Reasonable Accommodation Privacy Policy outlines your rights and responsibilities** as a student requesting Reasonable Accommodation in ATI. It is an important document, to read this policy in full please [click on the following link](#).

## 2. Exam Accommodation/Adjustment

- 2.1. Accounting Technicians Ireland intends to ensure reasonable and fair access to its assessments and in so doing, intends to provide all students with any reasonable assistance they may require to complete their examinations.
- 2.2. Candidates who have either a disability or a specific learning disability and feel that their circumstances merit assistance are strongly encouraged to make contact with Accounting Technicians Ireland before the reasonable accommodation deadline.
- 2.3. Candidates will be asked to provide documented evidence, as highlighted in Section 2 of the RA1 form, to support their request. Candidates are required to complete form RA1 and return to the Assessment Department.
- 2.4. Candidates who have a medical condition that may affect their performance or the performance of any other candidate should advise Accounting Technicians Ireland in advance of the examination.
- 2.5. Accounting Technicians Ireland Assessment department will contact each candidate that has submitted an RA1 form with the appropriate documentation to discuss their application.
- 2.6. Information provided by candidates is strictly private and confidential.

## Application for Reasonable Accommodation/Adjustment (RA1)

This form must be completed by the candidate and approved by Accounting Technicians Ireland student support team **before** the examination is due to take place. All details submitted on this form will be treated in the strictest confidence.

Candidates wishing to apply for a reasonable accommodation/adjustment must complete this form, attach any relevant documentation, and submit on or before:

- September Intake Students: **24 November 2023**
- January Intake Students: **22 March 2024**

in order to allow sufficient time for arrangements to be made. In exceptional cases (e.g. injury), late applications will be accepted, however the level of support available may be restricted.

## Section 1 – Candidate and Exam Details

| <b>Candidate Name and Registration Number</b> | <b>Exam Session (e.g June)</b> | <b>Exam title[s] (e.g. Taxation)</b> |
|---|--------------------------------|--------------------------------------|
|   |                                |                                      |
|   |                                |                                      |
|   |                                |                                      |
|   |                                |                                      |

## Section 2 – Type of Disability and Types of Documents required

| <b>Type of Disability</b>   | <b>Accepted Medical Consultant/Specialist</b>  |
|---|--|
| <b>Asperger’s Syndrome/Autism</b>   | Appropriately qualified Psychiatrist OR Psychologist OR Neurologist OR Paediatrician who is a member of his or her professional or regulatory body |
| <b>Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder</b>              | Appropriately qualified Psychiatrist OR Psychologist OR Neurologist OR Paediatrician who is a member of his or her professional or regulatory body |
| <b>Blind/Vision Impaired</b>  | Ophthalmologist OR Ophthalmic Surgeon  |
| <b>Deaf/Hearing Impaired</b>  | Professionally qualified Audiologist   |
| <b>DCD-Dyspraxia/Dysgraphia/Dyslexia</b>  | Appropriately qualified Psychologist AND Occupational Therapist OR Neurologist who is a member of their respective professional or regulatory body |
| <b>Mental Health Condition</b>  | Psychiatrist   |
| <b>Neurological Conditions (incl. Brain Injury, Speech &amp; Language Disabilities)</b> | Neurological Conditions: Neurologist OR other relevant Consultant.<br>Speech & Language Disabilities: Speech and Language Therapist                |
| <b>Physical Disability</b>  | Orthopaedic Consultant OR other relevant Consultant appropriate to the disability/condition.   |

### Section 3 – Level of Support Required

| Please specify the level of support required   | Support required |
|--|------------------|
| Additional time required (Standard: 10 mins per hour)  |                  |
| Exam Paper in Large Font   |                  |
| Reader   |                  |
| Scribe   |                  |
| Use of Assistive Technology  |                  |
| Other support (please explain in the section below)  |                  |
|  |                  |
| <b>Please specify the reason for the level of accommodation indicated above</b> (Use additional paper if required) |                  |
|  |                  |

**Does the candidate have a disability or specific condition that Accounting Technicians Ireland needs to be made aware of in advance?**

Yes \_\_\_\_\_ (Appropriate documentation must be attached)

No \_\_\_\_\_

|                                |  |
|--------------------------------|--|
| Name:                          |  |
| Date of completion:            |  |
| Contact number/e-mail address: |  |

**To be completed by Accounting Technicians Ireland**

|          |  |              |  |              |
|----------|--|--------------|--|--------------|
| Approved |  | Not Approved |  | Signed _____ |
|----------|--|--------------|--|--------------|