



australian
pharmacy
council

Examinations Special Accommodation Policy

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Table of Contents

Glossary of Terms	3
List of Tables	3
List of Abbreviations	3
1. Purpose.....	4
2. Scope.....	4
2.1. Special Accommodation Requests for Approval	4
3. Policy Statement.....	5
3.1. Special Accommodation Requests	5
3.2. Supporting Documentation	5
3.3. Approval of Special Accommodation Requests.....	5
4. Related Documents/ Links.....	5

Glossary of Terms

Term	Meaning
APC Examinations	All examinations delivered by the APC
Special accommodation	Appropriate arrangements provided to individuals who demonstrate a documented need

List of Tables

Table 1: Examples of Special Accommodations	4
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List of Abbreviations

Abbreviation	Term
APC	Australian Pharmacy Council
CAOP	Competency Assessment of Overseas Pharmacists
IWE	Australian Intern Written Examination
KAPS	Knowledge Assessment of Pharmaceutical Sciences
NAATI	National Accreditation Authority for Translators and Interpreters

Special Accommodation Policy

1. Purpose

The Australian Pharmacy Council (APC) delivers high-stake examinations to candidates in both Australia and overseas. Our policy is to treat all examination candidates in an impartial, equitable, ethical and sensitive manner.

We recognise that candidates that have a disability or health related needs may require reasonable adjustments that require additional support on the day of the examination.

Special accommodations are the arrangements made by APC in partnership with our exam delivery provider Pearson VUE to assist candidates.

This policy has been designed to ensure candidates are not disadvantaged during the APC examination processes and aligns with the Disability Standards for Education (2005)¹.

2. Scope

This policy applies to APC examination candidates who apply for special accommodations in order to acquire the supports they need to perform at their best during an examination.

Candidates can bring a number of comfort aids such as medicines to examinations without prior approval. A full list of permitted items can be found online at www.pearsonvue.com/accommodations.

2.1. Special Accommodation Requests for Approval

Examples of special accommodations that require prior approval by the APC include and are not limited to:

Accommodation type	Event-based Exam	OnVue Exam
	Example	Example
Additional time to complete the exam	15 min 30 min	15 min 30 min
Extra Breaks	Permission for snacks or medication	n/a
Alternate arrangements	Cushion for support Footrest Screen magnification Seat with arm rests (subject to availability) Separate room	Enlarged font
Assistance	Reader Scribe	n/a
Others	n/a	Permission for a glass of water in a clear cup / glass

Table 1: Examples of Special Accommodations

¹ Department of Education, Skills and Employment, Disability Standards for Education 2005. Accessed 25 March 2020 on <https://www.legislation.gov.au/Details/F2005L00767>

We recognise that not all special accommodation requests can be granted due to limitations and we may need to make alternate arrangements and your exam date may change.

3. Policy Statement

3.1. Special Accommodation Requests

Candidates who wish to obtain special accommodations from the APC are required to present supporting documentation to be eligible for the requested special adjustments or supports.

Special accommodation requests must be raised during the registration period for the examination in order to be reviewed, approved and applied during the exam. Requests received after the registration period will not be considered.

Intern Written Examination candidates can raise their requests and upload documents directly during the online registration process in the APC Candidate Portal.

KAPS and CAOP candidates can raise their requests with the supporting documents by [email](#).

3.2. Supporting Documentation

Examples of supporting documentation include and are not limited to:

- Medical certificate from a recognised health care worker

Supporting documentation for a special accommodation request must contain the following information:

- The date of issue (within 12 months prior to the relevant examination date)
- The name and date of birth of the candidate
- The name and profession of the recognised health care worker
- The contact details of the recognised health care worker
- The specific assistance that the candidate is seeking from the APC and Pearson VUE.

Documentation issued in a language other than English must be accompanied by an English translation copy certified by the National Accreditation Authority for Translators and Interpreters (NAATI).

Candidates are to bear all costs associated with obtaining the required documentation.

3.3. Approval of Special Accommodation Requests

Candidates will be notified of the approval or non-approval of their requests via email within two business days of receipt. Candidates of approved requests will be directed to Pearson VUE to arrange the request details.

4. Related Documents/ Links

[Appeals Policy](#)

<https://www.pharmacycouncil.org.au/our-services/examinations/fees-and-payment/>

<https://www.pharmacycouncil.org.au/our-services/examinations/exam-dates-and-places/>

