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council

# Examinations Special Accommodation Policy

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# Special Accommodation Policy

## 1. Purpose

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

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

Special accommodations are approved by us and arranged by our exam delivery provider Pearson VUE.

This policy has been designed to ensure candidates are not disadvantaged during our examinations and aligns with the Disability Standards for Education (2005)<sup>1</sup>.

## 2. Scope

This policy applies to our candidates who apply for special accommodation in order to perform at their best during an examination.

You can bring a number of comfort aids such as medicines to an examination without prior approval. A full list of permitted items can be found online at the Pearson VUE web site, [Pearson VUE comfort Aid List](#).

Examples of special accommodations that require prior approval include but are not limited to:

Accommodation type	Event-based Exam	OnVue Exam
	Example	Example
<b>Additional time to complete the exam</b>	15 min 30 min	15 min 30 min
<b>Extra breaks</b>	Permission for snacks or medication	N/A
<b>Alternate arrangements</b>	Cushion for support Footrest Screen magnification Seat with arm rests (subject to availability) Separate room	Enlarged font

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

Accommodation type	Event-based Exam	OnVue Exam
<b>Assistance</b>	Reader Scribe	N/A
<b>Others</b>	n/a	Permission for a glass of water in a clear cup / glass

Table 1: Examples of Special Accommodations

Please be aware that we will attempt to accommodate all accommodation requests however this may not always be possible.

### 3. Policy Statement

#### 3.1. Special Accommodations Requests

You must submit your request and supporting documents during the online registration period in the Candidate Portal.

You must raise your request at least three days before the registration period closes.

We cannot consider requests received after the registration closure.

#### 3.2. Supporting Documentation

Examples of supporting documentation include but 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 (must be identical to those on the candidate's passport / primary exam ID)
- The name and profession of the recognised health care worker
- The contact details and location of practice of the recognised health care worker
- The specific assistance that you are 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).

You must bear all costs associated with obtaining the required documentation.

#### 3.3. Approval of Special Accommodation Requests

You will be notified of the outcome of your request by email within two business days of receiving your request. If your request is approved, we will direct you to Pearson VUE to arrange the request details.

Your special circumstances cannot be used as a reason to appeal exam results.

#### 4. Related Documents/ Links

[Appeals Policy](#)



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