

Reasonable accommodation guidelines for the PGIM

Preamble

The Postgraduate Institute of Medicine (PGIM), University of Colombo strongly believes that all candidates taking part in examinations at the PGIM should not be subjected to undue disadvantage as a result of a condition, disability or impairment that they may experience. Thus, the PGIM has adopted the following guidelines in determining candidates needing specific adaptations/adjustments during their examinations at the PGIM. It is expected that this would allow candidates to be assessed more accurately based on their knowledge, skills and competencies by minimizing the potential influence of any disability that may affect any candidate's performance.

Guidelines

1. Reasonable Accommodations should be considered for a candidate with a temporary, permanent or long-term disability that interferes with his or her performance.
2. In order to be considered for accommodations at examinations, the candidate applying for support must show independent evidence of the disability and/or the reason for the request.
3. Each application for reasonable accommodations will be considered on a case-by-case basis, with reference to the individual impairment and the special arrangements requested.
4. The Reasonable Accommodations offered should not endanger the integrity of the examination.
5. The Reasonable Accommodation(s) should aim to eliminate or minimize the potential influence of the disability on the candidate's performance at examinations to enable the accurate display of his or her knowledge, skills and competence.
6. The Reasonable Accommodations are not meant to compensate for limited knowledge, skills or competence resulting from a disability.
7. All accommodations at examinations must be fair and equitable to all candidates and should not offer the particular candidate with disabilities an advantage over the other candidates.
8. If a candidate is offered an exemption from a mode of assessment, an alternative assessment process is to be stated. However, this alternative process should not undermine the aim of the assessment or provide an undue advantage to the candidate in question over the other candidates of the same examination.
9. Any exemptions from assessments or adjustments to the mode of assessment should be documented as an explanatory note on the candidate's transcript. These changes to assessments will not affect the final outcome of the examination (e.g. grade, GPA).
10. The PGIM may be able to provide Reasonable Accommodation in the form of allocation of extra time, improved accessibility of question papers and assignments, alternative mode of response, alternative examination hall arrangements, and other arrangements that would minimize the potential disadvantages experienced by candidates with disability.

Disclaimer

These guidelines shall not function as automatic criteria for a candidate to be eligible for Reasonable Accommodation but as a guide for the candidates' to apply for such facilities from the PGIM. Based on the application, an authorized body of the PGIM will decide the possibility of accommodating such requests on a case by case basis.

Application form for Reasonable Accommodation at the PGIM examinations

(to be filled by the candidate)

Reasonable Accommodation at PGIM examinations refers to adaptations/adjustments made at such examinations in order to minimize the potential effect of a disability experienced by a particular candidate on his or her knowledge, skills and competencies. This application form should be used by candidates who consider themselves eligible to be considered for Reasonable Accommodation at PGIM examination in accordance with the PGIM guidelines on providing Reasonable Accommodation. The application should be submitted at least three weeks prior to the scheduled date of the examination along with the relevant support documents to be considered by the PGIM.

1. Name:
2. Candidate Number (if available):
3. Examination title:
4. Date of examination:
5. Nature of the examination (e.g. Essay, MCQ, viva)
6. Describe your temporary, permanent or long-term impairment, condition or disability and how it hampers your ability to complete the examination in the standard time allocated and/or under the standard examination conditions (Please attach extra sheet if needed).
7. Describe specifically the accommodation(s) requested for. The applicant must attach supporting documentation from his/her doctor, consultant psychiatrist and/or from any relevant professional (Please attach extra sheet if needed).
8. Provide details of any reasonable accommodations you have requested and received and/or was denied at previous examinations at the PGIM. Please attach supporting documentation (Please attach extra sheet if needed).

Signature

Date