



POLICY FOR ACCOMMODATION OF SPECIAL NEEDS

ED033 Version 4

Accreditation Manager
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Introduction

Exam candidates may require accommodation of special needs, e.g. circumstances that may require some form of compensation, such as language and/or medical conditions. MIBoC ensures that it is able to provide examination of individuals with special needs unless the applicant's circumstances would prohibit certification under the MIBoC scheme. Requests for such accommodations should be made by the candidate to the MIBoC Certification Manager at least 1 week prior to the proposed examination date, using the Application form in **Appendix A**.

Accommodations shall not be made without the prior written approval from MIBoC.

Accommodations

The following table lists some examples of special needs and potential accommodations:

Special Need	Potential Accommodation
Exam language is not native	<ul style="list-style-type: none"> extended exam time translation of exam into candidate's native language
Dyslexia or other reading difficulty	<ul style="list-style-type: none"> extended exam time invigilator to read exam questions to candidate provision of large print exam paper

Please note that this table is not exhaustive, and each special needs case will be evaluated on its merits.

Supporting Documentation

The application should include documentation which provides supporting evidence to the candidate's case. Such documentation may be in the form a letter or statement from a doctor or the candidate's employer explaining the extent of the circumstances.

Appendix A – Application for Accommodation of Special Needs

Candidate Details	
Name:	
Address:	
E-mail Address:	
Proposed Examination Details	
Name of MIBoC Authorised Examination Centre (AEC):	
Proposed Exam Date (yyyy-mm-dd):	
Details of Special Needs	
Provide details of your special needs, and proposed accommodation: (Please attach supporting documentation, e.g. doctor's certificate, supporting statement from employer, etc)	

Please e-mail the completed application and supporting documentation to Certification.manager@mobiustitute.com

Office Use Only:	TMS Student ID: _____
Special Accommodation granted: _____	
Approved by: _____	Date: _____
Communicated to Candidate on: _____	
Communicated to AEC on: _____	