

Faculty of Dental Surgery

LDS Examination Part 2

Mitigating Circumstances Policy and Procedures

Candidates requesting any special adjustment during the examination –including adjustment around clothing, illness, seating position or time taken to complete the assessment – MUST submit their request using the Notification form at the end of this document.

Introduction to Mitigating Circumstances Policy

1. There may be occasions when candidates enter for an examination with a pre-existing disability.
2. Candidates must make a professional decision as to their fitness to start or to continue with the examination once started. Candidates should be clear as to the consequences of their decision.
3. Mitigating circumstances fall into a number of categories e.g. pre-existing disability, personal ill health, accident, bereavement, or serious disturbance during the examination.
 - 3.1. Disability:
See section A below.
 - 3.2. Ill Health/ Accident/Bereavement:
Pre-existing circumstances in these categories cannot be considered by the Examination Board because a candidate presents themselves at the examination as being fit for dental practice. (For ill health that arises only during the examination, see section B below.)

4. For each circumstance, The LDS Board of Examiners will consider the severity, and how this may be managed.

A Disability

5. Where a candidate has a disability which they believe may affect their performance

- 5.1. Notify RCS Examinations Department at dentalexams@rcseng.ac.uk

- 5.2. Complete the standard form at the end of this document

- 5.3. Send it electronically (to dentalexams@rcseng.ac.uk) or

or by post (to: Dental Examinations Team, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE).

6. Candidates notifying us of mitigating circumstances MUST include supporting documentation with the notification form.

The dental examinations team will pass this information onto the Examination Board for consideration. The Board will take into account that the examination is simulating clinical dental practice when deciding upon what reasonable adjustment may be offered to the candidate.

The Examination Board will take independent expert advice on whether the request submitted qualifies as an extenuating circumstance for which adjustment may be considered.

- 7.

8. A decision will be sent to the candidate before the date of the examination and, where possible, within 10 working days of its receipt.

9. Should the candidate request a review of the decision they may do so in writing, addressing their correspondence to the Head of Examinations RCS and using the email address dentalexams@rcseng.ac.uk or the postal address Examinations Department, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE.

10. Dyslexia

- 10.1. Any candidate who wishes to be considered for mitigating arrangements as a result of dyslexia must complete the standard form at the end of this document

- 10.2. Send it electronically (to dentalexams@rcseng.ac.uk) or by post (to: Dental Examinations Team, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE).

- 10.3. As for any mitigating circumstances notification (see paragraph 6 above) candidates notifying of dyslexia should include any supporting documentation they have with the notification form.

- 10.3.1. If a report is enclosed with the notification form, and this report proves to be sufficiently recent, and the information straightforward and easy to apply to the LDS, then this may be sufficient for a decision to be made about the adjustment that can be offered to the candidate.
- 10.3.2. If there is no previous report, or the report does not help to inform a decision as to what adjustment can be offered to the candidate (see section 10.4. below), then the candidate will be asked to provide further evidence before any adjustment can be considered.
- 10.3.3. For example, the candidate may be advised to contact a Dyslexia Centre. The Centre would then establish the severity of the dyslexia, and advise the Examination Board on the appropriate adjustment(s) for the LDS Part 2. The Centre may decide that it can advise the Exam Board from the candidate's existing documentation, or it may invite the candidate to attend for a new assessment. Any appointment made must be at least 10 working days prior to the start of the examination.
- 10.3.4. Please note that a Dyslexia Centre is likely to charge the candidate for this service and candidates are advised to discuss the cost with the Centre before going ahead. The cost will be higher if a new assessment is needed than if the Centre can advise on the basis of existing documentation.
- 10.3.5. A report may not be helpful if insufficiently recent, or if the information it provides is based on written examinations and cannot easily be applied to clinical/skills based examinations taken in the LDS Part 2.

10.4. Recommendations may be one or more of the following:

- 10.4.1. Either no special assessment arrangements for examinations. This recommendation pertains when a student has been found, at a first diagnostic assessment from a Dyslexia Centre, not to be dyslexic.
- 10.4.2. OR the candidate will be permitted additional writing/reading time and/or a reader as deemed appropriate from a Dyslexia assessment. The candidate's script will be marked with a note drawing the examiners' attention to the candidate's dyslexia.

10.5. The recommendation will be considered by the Chair of the Examination Board. The special arrangements which can be made available are:

OSCE: The College would provide a member of the support staff to accompany the candidate around the circuit solely to read out the questions. After completing the full circuit the candidate would then be given the chance to re-visit ONE station to complete any writing for an extra 5 minutes (so the candidate would get double time at one station which s/he hadn't completed).

DM: This component of the examination is a skills test. The College would provide a member of the support staff to read the question sheet for the candidate at the start of the examination. The examiners will not allow additional time for candidates to answer questions in this part of the examination.

USC: A maximum of 5 minutes extra time will be allowed for completion of the written sections. Candidates who require this extra time will be placed at the end of a session so as not to interfere with the

logistics of the examination.

B. Illness

11. Candidates who feel unwell must make a professional decision as to whether they are fit to turn up to the examination or to continue to sit the examination after it has begun. Candidates will be expected to accept the consequences of their decision, as detailed below.
12. Candidates who become ill after the College has confirmed their booking on an examination:
 - 12.1. Candidates who decide that they are too ill to sit the examination should report this to the Dental Examination team as soon as possible.
13. A candidate who feels ill during the examination
 - 13.1. Should discuss this immediately with the Lead Examiner, who may consult with the External Examiner and/or Internal QA, and who will record all the information given to them and then send this to the Examination Board as soon as possible.
14. The candidate must make a professional decision as to your fitness to continue with the examination.
15. If the candidate feels able to continue with the examination then they must:
 - 15.1. Get the agreement of the Lead Examiner to continue taking into account the candidate's condition and their ability to complete not only that component of the examination but also those components still outstanding for the candidate.
 - 15.2. Your performance will be judged in exactly the same way as all other candidates. **Results will not be adjusted retrospectively regardless of the production of a medical certificate. This is because you made the decision that you were well enough to continue with the examination.**
 - 15.3. The Lead Examiner will make a record of the decision regarding the candidate's ability to continue the examination and will present this at the Examination Board.
 - 15.4. However, the Lead Examiner *may* decide to terminate the examination for the candidate as they believe that the candidate:
 - 15.4.1. Sufficiently unwell as to not able to continue the examination and by doing so may harm themselves, another candidate, the examiners or support team.
 - 15.4.2. May breach health and safety protocols;
 - 15.4.3. May be unable to complete any subsequent components examinations.
 - 15.4.4. This decision may not be contested at this time but may be contested through the Complaints procedures:
 - 15.5. The Lead Examiner will record their reason to terminate the examination and will present this for consideration at the Examination Board.

16. If the candidate decides that they are too ill to continue with the examination:
 - 16.1. They must within 5 working days of the end of the examination complete the standard form at the end of this document
 - 16.2. Send it electronically to the Dental Examination Team
(dentalexams@rcseng.ac.uk) **or by post** (to: Dental Examinations Team, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE)
 - 16.3. Cases must be supported by documentary evidence such as a medical certificate, doctor's letter or other relevant evidence which must include a statement of the issue together with the date and duration, or likely duration, of the illness. **Self-certification is unacceptable.**
 - 16.4. Upon receiving medical advice, the Chair of the LDS Examination Board will determine whether the medical certificate is acceptable and provides sufficient indication of Mitigating Circumstances.

17. The following will apply if the candidate decides that they are not fit to continue with the examination or the Lead Examiner decides to terminate the examination for the candidate:
 - 17.1. After withdrawing from any component, the candidate will not be permitted to sit any subsequent components during that same diet of the examination.
 - 17.2. The candidate will be required to sit **ALL** components of the examination again in a single diet to complete the LDS Part 2.
 - 17.3. Feedback will be given on completed components of the examination (except see 17.5 below), but **NO** feedback is provided for any component not completed.
 - 17.4. **This attempt will count as one of your four permitted attempts at the LDS Part 2.**
 - 17.5. Only the Examination Board can decide whether the uncompleted attempt will be declared void or not. They alone can discuss with candidates any arrangements to sit the exam again at a later date. If a candidate's mitigating circumstance notification is accepted and the candidate's sitting is declared void then **NO** feedback will be given for the void attempt.

C Mitigating circumstances procedures for candidates who complete the exam

This section applies to candidates who believe medical and/or mitigating circumstances may have affected their performance.

18. Where a candidate believes that they have been disadvantaged in their performance in the examination as a result of medical and/or mitigating circumstances, a submission must be made to the Dental Examinations Team.
19. All submissions must be submitted at the time when, or immediately after, these circumstances arise, and, in any case, no later than five working days after the date of the examination affected
 - 19.1. The standard form at the end of this document should be used
 - 19.2. It should then be sent electronically to the Dental Examination Team (dentalexams@rcseng.ac.uk) or by post (to: Dental Exams Team, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE).
20. Cases must be supported by documentary evidence such as a medical certificate, doctor's letter or other relevant evidence. **Self-certification is unacceptable.**
 - 20.1. In the case of medical circumstances, candidates must include a statement from their doctor of the issue together with the date and duration, or likely duration, of the illness. Submission must be made either at the time of or as soon as possible after the incidence of the circumstances concerned, and, in any case, no later than five working days after the date of the examination affected.
21. Procedure at the meeting of the Examination Board:
 - 21.1. The Examination Board will consider submissions received from candidates about circumstances which may have affected their performance in the component(s) of the examination which they wish to have taken into account.
 - 21.1.1. All medical and/or mitigating circumstances will be considered before the main business of the meeting.
 - 21.1.2. The meeting will only consider submissions which are submitted on the standard form and are supported by appropriate documentation.
 - 21.1.3. Submissions relating to a conditions which existed when a candidate entered the examination and which is stable will not normally be given consideration.
 - 21.1.4. The Examination Board may seek advice and further information on medical conditions but not in relation to the candidate making the submission.
 - 21.1.5. The meeting will then use its judgement when considering the medical and/or mitigating circumstances taking into account the severity, duration and likely impact.
 - 21.1.6. The deliberations and recommendations of the meeting will be

minuted.

21.1.7. The Examination Board will then complete the academic assessment of the candidates' marks and consider the mitigating circumstances, and confirm their results.

21.2. The decision of The Board is final and may not be contested.

LDS

NOTIFICATION OF REQUEST FOR CONSIDERATION OF MITIGATING CIRCUMSTANCES

This is to enable the Board of Examiners to take into consideration:

(a) **Notifications submitted before the exam:**

Requests for arrangements to be put in place to accommodate mitigating circumstances

(b) **Notifications submitted after the exam:**

Requests for consideration of mitigating circumstances to be taken into account to explain withdrawal part way through the examination.

You should complete the form and then submit it, together with the accompanying documentation, to the Consortium's Examinations Team:

For (a) above - As soon as you receive your examination date

For (b) above - Within 5 working days of the end of the examination

CANDIDATE NAME: _____ **CANDIDATE No:** _____

CONTACT: (phone/email) _____

**SECTION OF EXAMINATION COMPONENT TO WHICH ANY MITIGATING
CIRCUMSTANCES APPLY (If all, state 'ALL'):** _____

DATE(s): ___/___/___

MEDICAL CIRCUMSTANCES

(To be completed by a medical practitioner or accompanied by medical certification. Continue on blank sheet provided if necessary)

Give the nature and severity of the candidate's medical condition and describe any consequences of the illness and/or treatment that may be relevant.

If applicable, please provide the dates when the illness started and when the candidate was/will be fit:

Signature of Medical Practitioner _____ *Date* _____
(if appropriate)

Medical Practitioner's official Stamp :

Section 2 (b)**NON-MEDICAL CIRCUMSTANCES**

(To be completed by applicant. Continue on blank sheet provided if necessary)

Give a brief description of the circumstances, accompanied by supporting documentation.

- If notifying of mitigating circumstances in advance of your examination, give dates of your examination booking and how the situation is likely to affect your examination performance.
- If notifying of reasons for withdrawing part-way through an examination, give date(s) on which you were affected and how the situation affected your ability to complete the exam.

Signature of Candidate _____ *Date* _____

CANDIDATE NAME: _____ CANDIDATE No: _____
CONTACT: (phone/email) _____
SECTION OF EXAMINATION COMPONENT TO WHICH MITIGATING CIRCUMSTANCES APPLY (If all, state 'ALL'):
DATE(s): ___/___/___

Continuation sheet (attach any supporting documentation here)

Signature of Candidate _____ *Date* _____

Signature of Medical Practitioner _____ *Date* _____
(if appropriate)

Medical Practitioner's official Stamp: