

Alternative Exam Conditions

1. Purpose

The purpose of this policy is to assist examination (exam) candidates who need to work around challenges that may impair their performance in a written or practical exam.

2. Scope

Alternative arrangements for exams may be considered for circumstances constituting a performance impairment.

Scope exclusion:

Alternative arrangements do not apply to people with disabilities that challenge their vision, mobility or any physical capability that will prevent them from performing the role of a certified equipment inspector. Refer to specified criteria within the relevant certification standard(s).

3. Definitions

Alternative Examination Conditions

In CBIP's context, alternative exam conditions include, but are not limited to:

- Writing assistance e.g. for an arm, wrist, hand or shoulder injury. A non-technical "writer" may be approved to write for a candidate in a single candidate or special exam sitting.
- Alternative exam venue e.g. for a person who is unable to travel to the scheduled location
- Extra time e.g. for a condition that is likely to impair their exam performance, but will not impair their ability to function in the role of a certified inspector.

4. Responsibilities

4.1 The Operations Manager is responsible for approving or declining requests for alternative exam conditions under delegated authority from the Governance Board.

5. Policy

5.1 CBIP may consider alternative exam arrangements for people who have specific needs that require assistance at the time of the scheduled exam.

5.2 Alternative exam arrangements will only be considered in circumstances where exam integrity will not be compromised.

5.3 Alternative arrangements will be made on a case-by-case basis.

5.4 If a request for alternative arrangements is declined, the applicant has the right to appeal that decision to the Governance Board.

6. Procedure

- 6.1 On receipt of a request from an exam candidate for alternative arrangements to accommodate a specific need, consider the nature of the request including the rationale and supporting evidence.
- 6.2 Consult with a relevant technical specialist if required.
- 6.3 Approve or decline the request in writing to the applicant stating the basis of the decision and the alternative arrangements that have been agreed.
- 6.4 If request is declined, inform the applicant in writing of their right to appeal.

7. Record Management

The following record must be maintained for compliance purposes:

Record	Filed	Retention
Alternative Exam Conditions: Request and approval	OneDrive	Period of certification

8. Quality Standard

ISO/IEC 17024, 2nd edition, clauses:

- 9.1.2 e) notice to the application of his/her opportunity to declare, within reasons, a request for accommodation of special needs
- 9.2.5 the certification body shall verify and accommodate special needs, within reason and where the integrity of the assessment is not violated, considering national regulation.

9. Revision History

This document replaces PRO-CER- 20 Special Assessment Condition/s for Examinations, revision 00, issued 22 May 2019.