



THE WORSHIPFUL COMPANY OF FARRIERS

REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY AND PROCEDURES

All candidates should be physically capable of carrying out farriery work and therefore in the practical test all candidates must be able to carry out the practical skills that are required in the syllabus. Subject to this rider, and without detriment to the welfare of the horse, reasonable adjustments for the Practical and Oral tests will be assessed by the examiners at the time, providing notification has been made in advance with the candidate's Application Form, as detailed above. Candidates with learning difficulties who require Reasonable Adjustments for the written examination may be allowed a reader and/or scribe and, where necessary, will be allocated additional time. When candidates complete the application form they are required to declare whether they have any medical, specific learning difficulty, disability, or other condition, which is likely to affect either their written, oral or practical work. They are required to supply medical or other certificates, as applicable, when returning the application form. In addition and when appropriate, the National Farriery Training Agency will advise the Company whether any candidate in their knowledge has any specific learning difficulty, disability or other condition which is likely to affect the candidate's examination work. If necessary, the Registrar will also liaise with the respective Approved Training Centre that the candidate has attended for his/her 'off-the-job' training in order to confirm that the centre has assessed the candidate as having learning difficulties. If an external / private candidate, who has not attended an Approved Training Centre as part of his training, requests special facilities for the examination, the Company may invite the candidate to undertake an assessment in advance of the examination at the centre in which he/she will be undertaking the examination. When the Company has approved the request by a candidate for special facilities for the written examination, then the following will apply:

- a. Candidates will undertake the examination in a separate room near the main examination hall.
- b. An invigilator will be present in that room throughout the period of the examination.
- c. The reader and/or scribe is authorised to attend to act on a candidate's instructions, and may only communicate with the candidate concerning matters relating to his/her answers to the questions. **The reader/scribe may not be qualified in, or a student on, any equine related course or qualification.**
- d. The Senior Invigilator may consider an extension of the time limit from two and a half hours to three hours, or for such time as the Senior Invigilator within his/her discretion decides is reasonable. An invigilator will monitor the candidate's progress throughout the period of the exam.
- e. The Company and its appointed officers do not accept responsibility for any misunderstandings that may arise between the candidate and the reader and/or scribe during the course of the written examination.
- f. The examiners will mark the candidate's written paper as presented to them without prior knowledge of the special arrangements in place for that candidate. **The scribe therefore should not mark the answer paper as having been scribed.**

The WCF will arrange for special consideration to be given to candidates who suffer temporary illness, injury, or indisposition at the time of the assessment. The candidate should inform the Registrar or Senior Examiner within 48 hours of the written paper if he/she considers that special considerations should apply. Written evidence such as a doctor's note or an invigilator's report will be required. Candidates must meet the full assessment requirements; an aegrotat will not be made.