



EXAMINATION AND AWARDS BOARD ADDITIONAL NEEDS POLICY

National Federation of Property Professionals

1. This document sets out the policy of the NFOPP Examinations Board for candidates who may have additional needs.
2. The NFOPP Examinations Board are committed to ensuring that all candidates wishing to undertake qualifications will be provided, wherever possible, with the means to do so.
3. In order to facilitate access to the qualification, reasonable adjustments will be made to assist candidates. Candidates with additional needs are encouraged to inform the NFOPP Examinations Board of their requirements and of the special help they may require in order to take the examinations. If you have indicated a disability on the enrolment form, please contact the NFOPP Qualifications section to ascertain how we can help.
4. The help provided is likely to take the form of special adjustments, which may include:
 - the provision of special equipment such as word processing facilities
 - extra time allowance
 - the provision of a reader
 - ensuring accessibility to examination venues
5. Each case requiring special adjustments to be made will be submitted to the Chair of the Examinations Board who will consider each application on an individual basis.
6. Candidates will be required to **provide recent** (i.e. within three years of the date of the examination) evidence of or a report on their additional needs, referring particularly to their ability to sit the examination(s) and any difficulties they may encounter and giving recommended adjustments.
7. This policy statement applies to all qualifications offered by the NFOPP Examinations Board.