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|  | **Certified Actuarial Analyst****Application for access arrangements** |

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| *Please complete and return this form to:* *CAA administration team, C/O The Institute and Faculty of Actuaries, 1st Floor, Park Central, 40/41 Park End Street, Oxford, OX1 1JD, UK. Tel: +44 (0)1865 268266 Email:* enquiries@caa-global.org |
| **Please submit this form with your exam entry form if you would like access arrangements to be made for your exam sitting.** Please note the following:* Applications for access arrangements must consist of a completed application form and an explanatory covering letter.
* Supporting documentation, such as a medical certificate or doctor’s note, must be submitted for new access arrangement applications. We reserve the right to request up-to-date medical information on a periodic basis.
* Your access arrangements application and accompanying exam entry form should not be submitted with any other student’s exam entry forms.
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| **Personal details** |
| **Name (BLOCK CAPITALS)** |  | **ARN** |  |
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| **Exam details**: Please give details of the exams you require access arrangements for |
| **Module** | **Exam centre** |  | **Date** |  |
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| **Access arrangement requirements** |
| **New application** | [ ]  | **Previously granted** | [ ]  |
| **Reason for request** (e.g. Dyslexia, broken wrist) |  |
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| **Arrangements required** (as recommended by supporting documentation) | **Extra time** [ ]  |  |  |
| **Other requirements** |
|  |
| **Supporting documentation attached** | Yes [ ]  | **If not, please advise of date supplied** |  |
| **Type of supporting documentation:** (e.g. medical report, doctor’s note) |  |
|  |
| **Signature** |  | **Date** |  |
| **Applying for access arrangements for exams** |

We can make special facilities available where necessary due to conditions such as RSI, dyslexia, long term and short term injury, etc.

All new access arrangement applications must consist of a completed application form, an explanatory covering letter and supporting documentation such as a medical certificate or doctor’s note. In cases of dyslexia, the documentation must also include the recommendation given for extra time, where applicable. All supporting documentation must be current and up-to-date.

You will need to submit an application form **each time** access arrangements for an exam are needed so that we can put these in place. Candidates that have applied for access arrangements may not apply for mitigating circumstances for the same reason.

Applications must be clearly titled **‘Access Arrangements’**, and must be sent, before the exam entry closing date where appropriate, separately from any other applications or correspondence.

We also reserve the right to decline requests for access arrangements where the documentation requirements have not been met, or if the deadline for applications has passed.

**For all exams: Ongoing conditions**

If you require access arrangements because of disability, dyslexia, RSI and long term injury you must inform us for each exam entry by providing a completed access arrangements application form in the time scales given above.

Whilst the usual closing date applies, we would ask you to submit your applications as soon as possible to allow us to set up appropriate arrangements in good time.

Applications will be kept on file and the same arrangements will be made for each subsequent entry as long as you indicate this is still required by submitting the access arrangements application form. If any changes to the current arrangements are required, you must inform the CAA administration team and provide new supporting documentation.

Documentation for access arrangements will be held for two years after which updated documentation will be requested. We reserve the right to seek guidance, advice and documentation from specialist practitioners on certain conditions, other than GPs. This is to ensure that all students have the arrangements appropriate to their needs.

**For all exams: Single occasions**

If, after the exam entry closing date you find that access arrangements are required for a single occasion, e.g. a broken hand or wrist, etc. you are requested to inform us as soon as possible as we may still be able to make suitable arrangements, though we can not guarantee this. In some cases it may be necessary for you to postpone your exam to a later date.