

**APPLICATION FOR SPECIAL ARRANGEMENTS**

**This form MUST be submitted with your exam entry form if you would like special arrangements to be made for your exam sitting. Please note the following:**

- Applications for special 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 special arrangement applications
- The London centre cannot accommodate any special arrangements
- Candidates that have applied for special arrangements may not apply for mitigating circumstances for the same reason
- It is preferable that your special arrangements application and accompanying exam entry form is not submitted with any other student exam entry forms
- If entering online, please submit your special arrangements application on the same day

**Please return this completed form by the exam entry closing date to:**

Special Arrangements Administrator (Exams)  
Institute of Actuaries, Napier House, 4 Worcester Street, Oxford OX1 2AW, UK  
Fax: +44 (0)1865 268 222      Email: [examinations@actuaries.org.uk](mailto:examinations@actuaries.org.uk)

**PERSONAL DETAILS**

ARN: \_\_\_\_\_ NAME: \_\_\_\_\_

**ENTRY DETAILS**

SESSION: \_\_\_\_\_ EXAM(S): \_\_\_\_\_

EXAM CENTRE: \_\_\_\_\_

**SPECIAL ARRANGEMENT DETAILS**

REASON FOR REQUEST:

(i.e. Dyslexia, broken wrist, religious date) \_\_\_\_\_

ARRANGEMENTS REQUIRED:

(i.e. extra time, scribe, change of date) \_\_\_\_\_

SUPPORTING DOCUMENTATION:

(i.e. medical report, doctors note, letter from religious leader) \_\_\_\_\_

**OFFICE USE ONLY**

ARRANGEMENTS APPROVED: \_\_\_\_\_

CLASSIFICATION CHECKED: \_\_\_\_\_

CONFIRMED WITH SUPERVISOR: \_\_\_\_\_

CONFIRMED WITH STUDENT: \_\_\_\_\_