



The
Insurance
Institute

APPLICATION FOR ADDITIONAL ASSISTANCE FOR STUDENTS

Please complete all sections below and submit your evidence confirming your condition.

Name:
Date of Birth:
Insurance Institute Membership Number:
Phone:
Email :
Specific disability/learning difficulty:
Are you applying for (please tick): Learning support <input type="checkbox"/> Examination support <input type="checkbox"/>
Outline the specific learning/examination support(s) you are requesting.

Supporting documentation

(Reference the terms and conditions below for examples of recognised professionals for the purpose of the verification of disabilities.)

List contents of evidence supplied.

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If you have any queries, please do not hesitate to contact our Member Service department on memberservices@iii.ie. On receipt of your application, Naomi will contact you to discuss your application and identify the most appropriate learning/exam support(s) for you.

Declaration: I declare that the above information is correct to the best of my knowledge and that I have read the terms and conditions contained within this document. I have attached for consideration medical evidence in support of my application.

Signed: _____

Date: _____

TERMS & CONDITIONS

Examples of recognised professionals for the purpose of the verification of disabilities

Note: GP letters will not be accepted as suitable medical evidence for students with a permanent disability.

Type of disability	Accepted
Blind/vision impaired	Ophthalmologist
Deaf/hearing difficulty	Audiologist, ENT consultant
Physical/mobility disability	Orthopaedic consultant, neurologist, other (specific to condition)
Medical condition	Relevant consultant/specialist in area of condition
Mental health condition	Psychiatrist
Dyslexia/specific learning difficulty	Educational psychologist, university/educational body support/access officer/teacher (i.e. recognised academic institutions where previous accommodations have been received)
ADD/ADHD and Asperger syndrome/autism spectrum	Clinical psychologist/psychiatrist
Head/traumatic brain injury	Consultant physicians, neurologists, neuropsychologists

Exam stress/anxiety

As per the [exam regulations](#), special arrangements will only be made available to those suffering from exam stress or anxiety if the request is accompanied by an educational psychologist's report.

Reasonable accommodations

On provision of a fair amount of reliable evidence, timely and reasonable accommodations will be made to facilitate you and to ensure equal access and opportunity. 'Reasonable accommodations' are those that you need to demonstrate your true knowledge and ability in exams without changing the demands of the exam. The objective is to alleviate a substantial disadvantage without affecting the integrity of the assessment.

Early intervention and discussion will make the process easier. This will confirm your situation and identify what support would ensure a level playing field for you – without the process (in terms of its complexity, length or requirements) becoming a barrier in itself.

Deadline to submit applications

The deadline to apply for additional supports is **6 weeks prior to your exam**. However, it is advisable that you contact us as soon as possible so that we can ensure all supports are in place as you begin your study.

After the deadline, we unfortunately cannot accept further applications for the relevant exam session, unless exceptional circumstances occur (such as a very recent accident).

Please note that although The Insurance Institute will hold medical evidence on file for the stated purpose and required duration necessary, you will be required to submit a new request for supports before each exam session.

Data protection

All applications received for additional support will be treated confidentially. Information and evidence received in relation to disability will be retained until the candidate has passed their exam. Information and evidence in relation to temporary impairment will be retained until the end of the relevant sitting. Where necessary, details in relation to disability and/or temporary impairment may be shared with other departments within The Insurance Institute.