

## APPLICATION FOR ADDITIONAL ASSISTANCE FOR STUDENTS

Please complete all sections below and submit your evidence confirming your condition.  
You must read the Terms and Conditions attached before completing this form.

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

**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 at [memberservices@iii.ie](mailto:memberservices@iii.ie). On receipt of your application, Member Services will contact you to discuss your application and identify the most appropriate learning/exam support(s) for you.

**Declaration:** I confirm that the information provided by me on this form is accurate. I agree that the Institute may use the information I am providing on this form, and in any related supporting documentation, for the purposes of considering my request for additional assistance at examinations.

I understand that:

- all applications will be treated confidentially, kept securely and access restricted to those who need to process the information
- any sensitive or special category information (e.g. health related information) provided by me in relation to temporary impairment will be verified and then deleted.
- any sensitive or special category information provided by me in relation to disability will be verified and then deleted.

I hereby confirm that I have read, understood and agree to the terms and conditions set out in this form, in the Exam Regulations (at [www.iii.ie/exams/exam-regulations](http://www.iii.ie/exams/exam-regulations)) and in the Prospectus.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The following documents are available to view at [www.iii.ie](http://www.iii.ie)**

- Examination Regulations
- Exemption Policies
- Prospectus
- Data Protection & Privacy Policy
- Code of Ethics & Conduct
- Membership Terms & Conditions

## 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 Ill assistance 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 this deadline, we unfortunately cannot guarantee that any additional supports can be put in place for the relevant exam session.

Please note, as we do not retain medical evidence on file, you will be required to submit a new request for supports before each exam session.

**Data protection**

The Insurance Institute respects the right to privacy of its members.

The information provided by you on this form and in any supporting documentation will be processed in line with Data Protection legislation and the Institute's Data Protection Policy available at [www.iii.ie/about/data-protection-and-privacy-policy](http://www.iii.ie/about/data-protection-and-privacy-policy) .