

## Access Arrangements: Special Considerations Policy

Version	Document Owner	Changes	Issue Date
V2	Education and Qualification Standards (EQS) Policy <a href="mailto:globaleqs@rics.org">globaleqs@rics.org</a>	RICS email contact updated	September 2025

### Introduction

This document sets out RICS' policy and procedure for:

- Special considerations (post-assessment)

The policy applies to all grades of RICS membership, and all regulated qualifications offered by RICS.

A special consideration is defined as a consideration given to an applicant who has temporarily experienced a significant personal difficulty **at the point of taking an assessment**. This could be, for example:

- Illness or injury
- An event outside the applicant's control which has or is likely to have had a significant material effect on their ability to take an assessment and demonstrate their level of attainment

For applicants undertaking the RICS Chartered assessment interview, they are asked by the panel at the start of the interview if they are fit and well proceed. However, following their assessment interview, an applicant may wish to submit a request, in recognition of a difficulty they have encountered during it.

## **Procedure**

The applicant must submit a special considerations application form to RICS within 5 days of the date their assessment took place.

Applications will not be accepted if received after RICS has issued the assessment result unless:

- Evidence of a medical condition that could have affected the applicant's performance is provided
- The assessment is via an on-screen/on demand platform where results are known immediately

RICS will comply with the UK GDPR (and confidentiality) in respect of how it processes this information and the evidence provided.

Each request will be considered on an individual basis by RICS' Education and Qualification Standards (EQS) team. RICS may seek expert external advice before reaching a decision.

## **Outcome**

RICS will consider if the assessment result should be void based on the circumstances the applicant experienced.

RICS will also consider what adjustments it can reasonably make to support the applicant in managing the difficulty they experienced at a future assessment.

If the outcome is that no action will be taken and the assessment result will stand, the applicant will be informed why RICS has reached this decision. To appeal a decision, the applicant must respond within 5 days from the point they are notified of the outcome.

## **Contact**

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