School Exams Access Arrangements Policy – Sri Lanka

(Applicable from May/June 2027 Onwards)

1. Purpose

Special Access Arrangements are designed to support candidates with genuine disabilities, medical conditions, or temporary injuries. They ensure fair access to assessments without altering the skills, knowledge, or competencies being tested.

2. Scope

This policy applies to all candidates requesting access arrangements for examinations conducted by the British Council and/or affiliated awarding bodies in Sri Lanka.

3. Eligibility

Candidates may request access arrangements if they have a documented disability, medical condition, or temporary injury that significantly affects their ability to take an examination under standard conditions.

4. Medical Evidence Requirements

4.1 Who Can Issue Medical Evidence

- Medical evidence must be issued by a Sri Lanka Medical Council (SLMC)–registered Specialist Medical Practitioner relevant to the candidate's condition, e.g.:
    - Consultant Neurologist
    - Psychiatrist
    - Orthopaedic Surgeon
    - Ophthalmologist
    - ENT Specialist

4.2 Recognised Medical Institutions

- The medical report must be issued by a government hospital, university teaching hospital, or registered private hospital in Sri Lanka.
- Candidates must refer to the approved hospital list via Cambridge or Edexcel.

4.3 Documentation Standards

All medical reports must:

- Be on official hospital letterhead
- Include the specialist's full name, designation, SLMC registration number
- Carry the hospital stamp and contact details

4.4 Report Content Requirements

Medical reports must clearly:

- Describe how the condition affects the candidate in an examination setting
- Explain why the specific access arrangement is required
- Note: A diagnosis alone is not sufficient.

4.5 Currency of Medical Evidence

- Long-term conditions: Evidence must be dated within the last 24 months, supported by relevant medical history.
- Temporary conditions or injuries: Evidence must be dated within the last 3 months and indicate the expected recovery period, covering the examination dates.

4.6 Review and Verification

- The British Council and/or awarding body may verify medical evidence directly with the issuing specialist or hospital.
- Submission of evidence does not guarantee approval; all applications are assessed individually according to awarding body policies and equality principles.

5. Application Process

5.1 Submission Requirements

- Applications must be complete, clear, and submitted by the published deadline.
- Incomplete, unclear, non-compliant, or late applications will not be processed.

5.2 Late Applications

- Requests submitted close to the examination date will only be considered in exceptional circumstances, supported by verifiable evidence under special consideration.

6. Fairness and Integrity

- Special Access Arrangements are intended to support candidates with genuine needs, while ensuring the fairness, integrity, and credibility of the assessment process for all candidates.

Step-by-Step Guide to Submitting an Access Arrangement and Modified paper Application

Step 01 → Obtain Application Preparation Form 01

Find the Access Arrangement application form via Access Arrangement Preparation Form. This form will outline the information you need to provide, and the documentation required to support your request.

Step 02 → Gather Documentation

Gather any necessary documentation to support your request. This may include medical reports, assessments, letters from healthcare professionals, or any other relevant evidence that substantiates your needs for the Examination.

Step 03 → Complete the Application Preparation Form 01

Fill out the application form thoroughly and accurately. Provide all required information, including personal details, specific arrangements requested, and details about your disability or condition (if applicable).

Step 04 → Attach Supporting Documents

Make sure to attach all required supporting documents to your application. Double-check that you have included everything requested to avoid delays in processing.

Step 05 → Filling the online form

Once the supporting documents have been arranged, please complete and submit the online form mentioned below. Upon successful submission, a Unique ID Number (e.g., AAC01) will be sent to the email address provided in the online form as an email.

Access Arrangement Online Request Form Cambridge International Exams – Fill in form

Step 06 → Submit Application

Reply to the automated email that you received with the unique reference number with the supporting documents to LK-bankdeposits@britishcouncil.lk along with the Unique ID Number.