

# Architectural Practice Examination

## Reasonable Adjustment Application Form

This form supports an application for reasonable adjustment for the Architectural Practice Examination (APE). It must be completed by the candidate and a registered medical practitioner and submitted when the candidate submits their APE application.

*\*If there is insufficient space to complete any section of this form, please attach additional signed and dated pages.*

### Section 1. To be completed by the candidate

Family name

Given name(s)

Date of birth

**Component(s) of the APE for which reasonable adjustment is requested**

- Part 1 - Written submission
- Part 2 - National Examination Paper (NEP)
- Part 3 - Interview

**Have you previously been granted reasonable adjustment for the APE?**

- Yes
- No

If yes, please provide details

**Sections 2 to 4 are to be completed by a registered medical practitioner ONLY**

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**Section 2. To be completed by a registered medical practitioner**

**Candidate's medical condition that requires reasonable adjustments**

*Please provide the candidate's medical information in the section below and tick the boxes that apply to confirm the information addresses all relevant criteria.*

- details of diagnosis, including the severity of the condition or disability and associated impairment, addressing relevant diagnostic criteria according to the most recent edition of a recognised classificatory system
  - Mild             Moderate             Severe
- date of diagnosis and the date of the professional's most recent evaluation
- detailed information about the impact of the disability or condition on the candidate's ability to sit the test under standard testing conditions, including the level of functional limitation resulting from the disability or condition
- any additional information about diagnosis, severity and impairment, including the use of recognised clinical assessment tools where applicable
- detailed information, if relevant, on the impact any medications or medical treatments may have on the candidate's ability to sit the test under standard testing conditions
- educational, developmental and medical history

**State the medical condition or circumstance requiring reasonable adjustment**

**Details of diagnosis addressing the above criteria** *\*please attach any relevant supporting documentation*

**Section 2. To be completed by a registered medical practitioner****Section 3. Medical practitioner's details and professional credentials**

<b>Practitioner name</b>	
<b>Profession</b>	
<b>Registering body</b>	
<b>Registration number</b>	
<b>Practice address</b>	
<b>Phone number</b>	
<b>Email</b>	

#### Section 4— Practitioner declaration

**I confirm that:**

- I am a registered medical practitioner
- the information provided in this form describes the functional impact of the candidate’s condition on their examination performance

**Practitioner’s name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

#### Section 5 — Candidate declaration and consent

**I confirm that:**

- the information provided in this application is true and correct
- I consent to APBSA using this information to assess my request for a reasonable adjustment and understand that any reasonable adjustment(s) will be granted at the discretion of APBSA
- I understand that any approved adjustment applies only to the examination session specified

**Candidate’s name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

The candidate must submit the completed form, together with any supporting medical documentation, to **registrar@archboardsa.org.au** as part of their request for reasonable adjustments.

All supporting documents, if any, must be on the practitioner’s official letterhead and include the date and the practitioner’s title, name, registration number, contact details and signature.

APBSA will contact the candidate if any further information is required and will notify the candidate of the outcome once all information has been reviewed.

*Information provided in this form is handled in accordance with the APBSA Reasonable Adjustment Policy and the Privacy Act 1988 (Cth) and will be used only for the purpose of assessing and implementing reasonable adjustments for the APE.*