



The Inns of
Court College
of Advocacy

Personalised Assessment Arrangement and Inclusion Plan Policy

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What are Personalised Assessment Arrangements (PAA)?

The purpose of Personalised Assessment Arrangements (PAA) is to ensure that all students can complete assessments to the best of their ability by accommodating their individual needs.

Assessment arrangements are determined by the ICCA Operations Director and the Bar Course Leader and/or Head of Registry by reviewing each student's individual application and evidence, whilst ensuring that all arrangements are fair and in line with other arrangements granted at the ICCA.

The difference between IPs and Personalised Assessment Arrangements (PAAs)

IPs are used to support students during the learning stage of the ICCA Bar Course. They are available on Parts 1 and 2 and may differ between each Part.

PAAs provide arrangements that relate to assessments, both formative and summative. It is important that your summative assessment is taken under the same condition as your formative. If you consider that you will need a PAA, then you should apply timeously and, in any event, so as to have it available for the formative assessment.

If you do not have a PAA in place for your formative assessment, it is not too late to apply for one. You must give the ICCA time to process the application, otherwise this may jeopardise the sitting opportunity.

Applying for PAA

Who can apply?

Anyone with a diagnosed Specific Learning Difficulty (SpLD), mental health condition or physical health condition can apply for a PAA. The condition may be limited in duration.

Please be aware that any arrangements that were made for you by the ICCA for the purposes of the ICCA Selection Events will not extend to your assessments. All students requiring personalised assessment arrangements must apply for a PAA in accordance with this policy.

What arrangements can be granted?

There is no set list of arrangements that are available at the ICCA. We will seek to accommodate you as best we can.

Very common components of a PAA are:

- *Extra Time* – added time in which to complete your assessment.
- *Rest Breaks* – added time to rest during your assessment.
- Your question paper will be printed on a particular colour of paper.
- *Enlarged Font* – your question paper will be printed in the font size you require.

The application of extra time will vary depending on the format of the assessment.

Assessment criteria are determined by the BSB. It is not open to the ICCA to vary these assessment criteria. The methods of assessment are agreed with the BSB to effectively assess those criteria. A PAA will not be agreed that affects the integrity of that process.

Any PAA that would involve a change to the format of any part of an ICCA assessment must be considered by the Examinations Board. The Board may, where necessary, seek the advice of the BSB and/or any external examiner to ensure the proposed PAA are suitable to assess the student according to the BSB's Curriculum and Assessment Strategy.

A previous PAA or similar agreement does not necessarily mean that one will be provided by the ICCA. A recommendation from an educational psychologist or medical practitioner similarly does not mean a PAA will be provided. Each application is considered on its merits and with regard to the specific assessments on the ICCA Bar Course.

How do I apply for PAA?

Students must complete [a form](#), provide any supporting evidence, and submit it to students@icca.ac.uk. If you have any queries about your application please raise with the Registry team at the same email address.

What evidence do I need?

All PAA applicants should provide relevant supporting evidence confirming the condition, as well as any recommendations.

Often it will be necessary to provide a letter from your GP/consultant to support your application.

Please consult the Registry team (students@icca.ac.uk) for information on acceptable medical evidence.

When to apply for a PAA

Students are strongly recommended to contact the Registry team (students@icca.ac.uk) at the earliest opportunity in order that we can make the necessary arrangements in good time. In any event, you should submit your completed application at least 2 calendar months prior to the date of your first assessment

Due to the complexity of processing applications, the number of the applications that we receive, and the processes involved in arranging examinations, while the ICCA will endeavour to consider late or last-minute applications, it cannot guarantee to ensure arrangements are in place for any application received less than two months prior to an assessment.

Stages of your application

After you have submitted your application form using the students@icca.ac.uk via the Registry team, you will receive an email confirming that your application has been received.

The Registry team will review your application and evidence submitted:

- a) If your evidence is insufficient to support your request(s), the Registry team will email you to inform you of this and to advise you on what to do next.
- b) If your evidence is sufficient to support your request(s), your application will be passed on to the Bar Course Leader.

Once your application has been considered by the Bar Course Leader and/or Head of Registry, you will receive an email from the Registry team with the outcome of your application, detailing the arrangements that you have been granted.

Your PAA will only be in place once this confirmation is received.

How long is my PAA valid for?

The email outlining your approved PAA states the duration of your arrangements. In most cases, arrangements are approved for the duration of the Bar Course (Part One and Part Two). If this is the case, then you will not need to reapply during the course. If this is not the case, your email will state the duration of your PAA and when you would need to reapply.

Examples of arrangements commonly granted for certain SpLDs and medical conditions.

- *ADHD*: 15 minutes extra time per hour.
- *Anxiety, Depression (and similar conditions)*: To sit in a PAA Room (with other students granted PAA); 15 minutes additional time per hour to work or rest (as appropriate).
- *Diabetes*: 15 minutes rest breaks per hour to test and treat blood sugar levels; permitted to bring in food and drink; permitted to bring in testing equipment.
- *IBS, Ulcerative Colitis, Crohn's Disease (and similar conditions)*: 15 minutes rest breaks to visit the toilet; to sit in a PAA Room (with other students granted PAA).
- *Pregnancy*: 15 minutes rest breaks per hour; ergonomic Chair (provided by the Student Office); permitted to bring in a cushion.
- *SpLDs (Dyslexia, Dyspraxia, Dysgraphia, Dyscalculia)*: 15 minutes extra time per hour; use of a computer (as appropriate); permitted to bring own coloured overlay (as appropriate).
- *Visual Impairment*: Combinations of the following arrangements, as appropriate: Extra Time; rest breaks; enlarged font; scribe and/or reader; use of a computer.

Inclusion Plans

What is an IP?

An IP is a personalised learning support agreement that will summarise how a student's learning may be affected and recommendations for support strategies that the ICCA can employ to support a student.

The purpose of an IP is to support a student with a physical or mental health condition and/or a diagnosed Specific Learning Difficulty (SpLD). It can also be used where a student has a temporary condition which affects studying at the ICCA.

Applying for an Inclusion Plan

Who can apply for an IP?

As with a PAA, an IP is intended to support students with a health condition and/or diagnosed Specific Learning Difficulty (SpLD), or other temporary conditions that may affect studying at the ICCA.

What can an IP include

As with a PAA, there are no limits on what could be included in an IP. It must be designed to support a student's studies with the ICCA. It is the student's document to be shared as they see fit and is a live document, so that, at any point during study, you can ask that the IP be revisited and updated according to any changes in delivery or assessment.

Common features of an IP are having documents printed in a particular font and/or on a particular colour of paper, being able to record sessions, or being able to use study software.

IPs may be changed if further or alternative support is required. A student does not have an IP until that is confirmed by the ICCA Registry team. Temporary arrangements may be put in place pending the outcome of a formal IP application.

How do I apply?

You need to complete [a form](#), provide any supporting evidence, and submit it to students@icca.ac.uk. If you have any queries about your application, please raise with the Registry team as the same email address.

What evidence do I need?

All IP applicants should provide supporting evidence confirming their condition, as well as any recommendations.

Often it will be necessary to provide a letter from your GP/consultant to support your application.

Please consult the Registry team (students@icca.ac.uk) for information on acceptable medical evidence.

When to apply

You can apply for an IP at any stage of your studies. If you require an IP you are advised to apply as early as possible.

Disabled Students Allowance

UK students on the ICCA Bar Course are eligible to apply for Disabled Students' Allowance (DSA).

Information on how to apply can be found on the Government website. The application process will vary

slightly depending on where in the UK you normally live.

- [DSA England](#)
- [DSA Scotland](#)
- [DSA Northern Ireland](#)

Please note that the ICCA Bar Course is currently registered for DSA in England, Scotland and Northern Ireland but not Wales. This is in progress, but please contact Registry if this affects you.

Disability Support Consultants

An application for an IP or PAA may be referred to a dedicated Disability Support Consultant by the ICCA at any time. The purpose of such a referral will be to obtain independent advice to allow the ICCA to properly consider and determine an application.

What if the application for a PAA or IP is refused or only allowed in part?

If you were not granted all of the arrangements you requested and wish to have more information, please email students@icca.ac.uk and we will be able to explain in more detail why a particular decision was made. Please note, however, that in most cases it is because:

- a) There is not sufficient evidence to support all the requests.
- b) The student is not eligible for those specific arrangements.
- c) The requested arrangements cannot be accommodated at the ICCA.

PAA and IP appeals

Students who are concerned about a decision made following a PAA and/or IP application should, in the first instance, contact the Bar Course Leader and/or Head of Registry. Often matters can be resolved without the need for escalation to a formal appeal. If, however, the student remains dissatisfied, they may submit a formal appeal. Information on this, and the requisite form, will be provided by the Registry team (students@icca.ac.uk). A formal appeal, along with supporting evidence, should be submitted to the ICCA Dean within 7 days of the release of the original decision. An appeal may be reviewed if one or more of the following grounds are met:

- a) There is new evidence that could not have been, or for good reason was not, made available at the time of the original decision and that sufficient evidence remains that the decision warrants further consideration.
- b) There is clear evidence that the original decision may have been adversely affected by a significant administrative error on behalf of the ICCA.
- c) Giving due consideration to the evidence and representations previously provided, the original decision was unreasonable.

The ICCA Dean (or nominees) will determine whether the criteria for an appeal have been met. Where they

have, the Dean (or nominees) will decide whether the original decision shall be modified. The Dean (or nominees) will also decide whether any modified assessment arrangements can be implemented for the next assessment period or whether there are valid reasons as to why this cannot be done.

If the ICCA Dean (or nominees) determines that the criteria for an appeal have not been met, the appeal will be rejected. Please note that an appeal may also be rejected for being incomplete or for using an incorrect form, for late submission, or for lack of supporting evidence.

The ICCA Dean (or nominees) will normally advise the student in writing of their decision on the appeal request within 21 days of receipt. The appeal decision is final.

Any student whose appeal is rejected at this stage may also be able to make a complaint to the Office of the Independent Adjudicator (OIA).