



The Inns of  
Court College  
of Advocacy

# **Personalised Assessment Arrangement and Inclusion Plan Policy**

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# Personalised Assessment Arrangements (PAAs)

## What are Personalised Assessment Arrangements?

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 Registry team under the guidance of the Bar Course Leader by reviewing each student's individual application and evidence, whilst ensuring that all arrangements are reasonable, fair, and in line with other arrangements granted at the ICCA.

## The difference between Inclusion Plans (IPs) and Personalised Assessment Arrangements

Inclusion Plans (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 assessment accommodations to students in both formative and summative assessments. It is important that formative assessments are taken under the same conditions as your summative assessments will be to prepare you for your final assessments.

## Applying for a 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.

PAAs are exclusively available to students who are enrolled (or completing enrolment) on the ICCA Bar Course. Please be aware that any arrangements that were made for you by the ICCA for the purposes of attending a Selection Event as an applicant will **not** extend to your assessments. All students requiring reasonable adjustments for assessments must apply for a PAA in accordance with this policy.

### What arrangements can be granted?

Standard PAA arrangements are available for certain conditions, as outlined below. Students applying for accommodations for one of these conditions can indicate that they are happy with the standard arrangements or can choose to request additional accommodations.

Students with long-standing health conditions will only be granted permission to sit during oral assessments if their medical evidence supports this. Likewise, permission to bring food, drinks, or medication/medical equipment into assessments will be determined based on the student's supporting evidence.

<b>Condition</b>	<b>Standard PAA arrangement:</b>
SpLD (e.g. dyslexia and dyspraxia)	25% extra time; permitted to bring own coloured overlay (as appropriate)
ADHD	25% extra time; 15 minutes/hour rest breaks; PAA room <sup>1</sup>
Mental health condition	25% extra time; 15 minutes/hour rest breaks; PAA room
Long standing health condition	25% extra time; 15 minutes/hour rest breaks; PAA room; permission to bring necessary medication/medical equipment and food/drinks into exams; permission to sit during oral advocacy exams if necessary
Pregnancy	15 minutes/hour rest breaks; PAA room; ergonomic chair provided; permitted to bring additional cushions/seat supports; permitted to sit in oral advocacy exams if necessary

If you have multiple conditions, you will receive the maximum appropriate accommodations, including all standard PAA arrangements, provided that the relevant medical evidence has been submitted. Please note that extra time is not cumulative, for example, if you have both dyspraxia and ADHD, you will not receive 50% extra time.

Reasonable adjustments will only be applied if they are confirmed in your PAA letter. While the team strives to support all students on the day of their assessment which may include assistance beyond what is outlined in your PAA letter, please be aware that any support not specified in the letter is not guaranteed to be repeated in future assessments.

Some adjustments that can be requested as part of a PAA include:

- Extra time for invigilated assessments
- Stop the clock rest breaks during invigilated assessments
- Permission to use a coloured overlay
- Assessment papers printed in a specific font size and/or style and/or on coloured paper of your choosing

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

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<sup>1</sup> “The ICCA defines a PAA room as an assessment containing a smaller number of students who also require additional adjustments during their exams. The number of students will depend on cohort size. Under extreme circumstances, The ICCA has provided an individual assessment room on occasion where the medical evidence has been compelling, and it has been logistically possible.”

## Exam Arrangements and Bar Course Assessments

Assessment criteria are determined by the BSB; thus, 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 is suitable to assess the student according to the BSB's Curriculum and Assessment Strategy.

A PAA or similar agreement from a previous University or College does not necessarily mean that one will be provided by the ICCA, or that the same arrangements can be provided on the Bar Course. 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 considering both the specific assessments of the ICCA Bar Course and the assessment criteria in the BSB's Curriculum and Assessment Strategy.

## How do I apply for a PAA?

Students can apply for a PAA through the [Personalised Assessment Arrangements \(PAA\) form](#). To update or adjust an existing PAA, please email [students@icca.ac.uk](mailto:students@icca.ac.uk).

## What evidence do I need?

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

Ideally this will take the form of a diagnostic assessment report that is in line with nationally recognised guidelines, from a practitioner or suitably qualified specialist teacher assessor holding an Assessment Practicing Certificate (APC).

Letters from your GP/consultant in support of your application, and other types of supporting evidence will be considered on a case-by-case basis.

All evidence and information provided in support of a PAA application will be processed in strict confidence, and will only ever be accessed on the following basis:

- By Registry staff, in the event that this is required in reviewing the PAA application;
- By the Bar Course Leader and/or a Disability Support Consultant, and then only in the event that consultation is required on an adjustment for an assessment;
- By Exams staff, and then only in the event that this is required to facilitate an adjustment at an assessment venue.

Please consult [the Registry team](#) for information on acceptable medical evidence.

## When to apply for a PAA

PAA applications can be submitted by any ICCA student from the moment that they are enrolled but must

be submitted at least 6 weeks prior to an assessment so that the necessary adjustments can be implemented. Please note that this also includes mock assessments as well as final exams.

**Applications made after this deadline will only be considered in exceptional circumstances and we cannot guarantee that they will be accommodated.**

## Stages of your application

Once you have submitted your application the Registry team will review your application and evidence.

The Registry team will contact you about your application if:

- a) 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) The Registry team feels that your application requires further discussion, they will email you to arrange a meeting with the Registry Manager and, in some cases, the Bar Course Leader.

Once the Registry team has received and reviewed the application and all the necessary supporting documentation, you will receive an email confirming the outcome of your application in the form of a PAA letter outlining your assessments accommodations.

Your PAA letter will only be considered by the Registry team but may be shared with the exams team on a strictly need to know basis. This is so the team can accommodate your reasonable adjustments accordingly. Your information will not be shared outside of this scope.

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

## Your PAA letter

It is important to remember that your PAA letter is the only document which confirms the assessment arrangements that will be put in place for you by the ICCA in your assessments.

Occasionally, you may need to request an ad-hoc adjustment in-venue at the time of the assessment, and exam invigilators may be able to accommodate this on the day. However, such an arrangement does **not** constitute an agreed adjustment for any future assessments.

If you believe the ad-hoc adjustment is something that will be required for future assessments, you must contact the Registry team ([students@icca.ac.uk](mailto:students@icca.ac.uk)) to discuss updating your PAA letter to reflect this.

## How long is my PAA valid for?

Your PAA will be valid for the entirety of the Bar Course, unless specified otherwise. However, some elements of your PAA may not be applicable to all your assessments, especially during Part 2, where many assessments contain a practical element. For example, if your PAA grants extra time on invigilated assessments then you will not automatically receive extra time during oral advocacy exams.

Students will receive communication regarding updating their PAA for Part 2 of the course during Part 2 enrolment. If you have any questions or concerns about updating your PAA for Part 2 of the course, please email [students@icca.ac.uk](mailto:students@icca.ac.uk).

# Inclusion Plans (IPs)

## What is an Inclusion Plan?

An Inclusion Plan is a personalised learning support agreement that details how the ICCA will support a student in their learning.

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

An Inclusion Plan is designed to support a student's studies with the ICCA and can include various accommodations tailored to their needs. 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 include having teaching session hand-outs printed in a particular font size and/or style and/or on a particular colour paper; being permitted to sit when delivering oral advocacy in teaching sessions; and being able to use study software.

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

### How do I apply?

Students can apply for an IP through the [Inclusion Plan \(IP\) form](#). To update or adjust an existing IP, please email [students@icca.ac.uk](mailto:students@icca.ac.uk).

### What evidence do I need?

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

Ideally this will take the form of a diagnostic assessment report that is in line with nationally recognised guidelines, from a practitioner or suitably qualified specialist teacher assessor holding an Assessment Practicing Certificate (APC).

Letters from your GP/consultant in support of your application, and other types of supporting evidence will be considered on a case-by-case basis.

All evidence and information provided in support of an Inclusion Plan application will be processed in strict confidence, and will only ever be accessed on the following basis:

- By Registry staff, in the event that this is required in reviewing the IP application;
- By the Bar Course Leader and/or a Disability Support Consultant, and then only in the event that consultation is required on an adjustment for teaching sessions;
- By Bar Course Tutors, and then only in the rare event that this is required to facilitate the implementation of an adjustment in a teaching session.

Please consult [the Registry team](#) for information on acceptable medical evidence.

## When to apply

You can apply for an IP at any stage of your studies. If you believe that you will 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 registration 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.

## Appeals

### 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 that you requested and wish to have more information, please email [students@icca.ac.uk](mailto: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](#). 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](#). 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 their nominee) will determine whether the criteria for an appeal have been met. Where they have, the Dean (or nominee) will decide whether the original decision shall be modified. The Dean (or nominee) 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 nominee) 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 nominee) 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).