

The Royal College Guide for Exam Scheduling Requests

All candidates who have submitted an exam registration form will be scheduled for their examination by Royal College staff. No candidates have the privilege of selecting a specific date and/or time to sit their exam. The schedule for each exam component is developed according to factors such as the size of the cohort and the facility's capacity, and in the case of virtual exams, online proctoring and examining. Typically, the exam is delivered over the course of a few days.

The Royal College will accept exam scheduling requests restricted to the scheduled delivery dates of the respective exam. This is necessary for the Royal College to have the proper support and invigilation in place.

These requests will be reviewed and considered on a case-by-case basis by the Royal College to determine if it is possible to grant the request. The Royal College does not guarantee that exam-scheduling requests will be granted.

The requested time/date should be sent by email alongside the exam registration form. Acceptable scenarios to have a scheduling request include:

- a) Observance of religious holidays;
- b) Upcoming medical procedure, Delivery of the candidate's child (applies to either parent);
- c) Unavoidable conflicts with court hearings, if all means to have the hearing changed have been exhausted;
- d) Extraordinary circumstances as deemed appropriate by the Royal College.

All requests for exam dates must be submitted at the time of registration for the exams.

The following are **not** considered as acceptable conditions to request an exam date:

- a. Employment;
- b. Travel, vacations or social commitments (ex. Wedding);
- c. Airline, flight and transportation schedules.

Candidates who require a specific exam accommodation during their exam can refer to Section 6 of the *Policies and Procedures for Certification and Fellowship*. Additionally, information can be found on our website