



## **Step-by-Step guide to requesting reasonable accommodations (adjustments) in EPSO Selection Tests**

Any disability or medical condition, either temporary or permanent, should not be an obstacle to a candidate's participation in EPSO selection procedures.

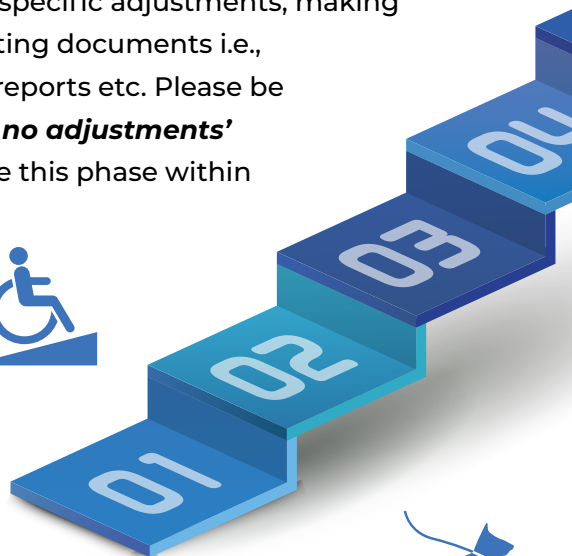
If you need reasonable accommodations (adjustments) for EPSO selection tests, due to a disability or a medical condition, please follow these steps:

## STEP 1: REGISTRATION PHASE

You are applying for an EPSO selection, and you need reasonable accommodations for selection tests due to a disability or a medical condition. Answer Yes ☒ in the section entitled 'REASONABLE ACCOMMODATION (ADJUSTMENTS) REQUIREMENTS' in your application form in your Account and validate your application within the published deadline.

## STEP 2: INFORMATION PHASE

You have validated your application in the registration phase. In addition, complete the information form (the link is in your application form) regarding your specific adjustments, making sure to attach all relevant supporting documents i.e., disability or medical certificates, reports etc. Please be aware of EPSO's **'No certificates no adjustments'** policy and remember to complete this phase within the published deadline.



### STEP 3: EPSO ANALYSIS PHASE

The EPSO ACCESSIBILITY TEAM will analyse your request and evaluate which reasonable accommodations may be granted, if any. Reasonable accommodations are defined and approved based on your documented needs, the type of test and best international practices and expertise in this field.

If a reasonable accommodation is granted, you will be informed of the details in due course before your test date. If you are not satisfied with the EPSO decision concerning your request, please contact [epso-accessibility@ec.europa.eu](mailto:epso-accessibility@ec.europa.eu).



### STEP 4: TEST PHASE

You will be invited to sit the EPSO selection tests, using your specific requirements and accommodations granted, in the best possible conditions allowing you to fully demonstrate your competencies and to compete on an equal basis with other candidates.

### STEP 5: FEEDBACK PHASE

Your feedback matters. With a view to continuous improvement of our services, [epso-accessibility@ec.europa.eu](mailto:epso-accessibility@ec.europa.eu) will invite you, at the end of each selection test, to share your feedback regarding the accommodations granted.





## FURTHER INFORMATION

For more information regarding our reasonable accommodation procedure and eligibility criteria, please visit our equal opportunities webpage <https://epso.europa.eu/en/selection-procedure/equal-opportunities-diversity-inclusion> and our <https://epso.europa.eu/help/faq/equal-opportunities>

Alternatively, you can contact us using the Candidate Contact form, available via EPSO's website, or directly by email to EPSO's accessibility team [epso-accessibility@ec.europa.eu](mailto:epso-accessibility@ec.europa.eu)

Should you experience difficulties accessing some parts of our website or tools with assistive technology – please accept our apologies. We are working on improving our accessibility. Please contact us at [epso-accessibility@ec.europa.eu](mailto:epso-accessibility@ec.europa.eu) to share your observations or to receive an accessible format or assistance.

