

## Reasonable Adjustment Request form

Please complete all fields and submit the form to LanguageCert within the stated timeframes as set out in the Reasonable Adjustment and Special Considerations Policy.

Details			
<b>Centre Name</b>		<b>Centre ID</b>	
<b>Candidate Name</b>		<b>Candidate ID</b>	
<b>Qualification title the candidate is registered on</b>			
<b>Unit title(s)</b> <b>Note:</b> If the qualification only has one unit, please ignore			
<b>What reasonable adjustment type are you requesting?</b>			

**Please provide details of any supporting evidence that you are submitting (e.g.):**

- The centre's assessment of the candidate's needs
- History of provision for the candidate within the centre
- Medical certificate
- Psychological or other professional assessment report

Declaration:			
I am satisfied that the information provided on this form is accurate. I fully support the application and confirm that the candidate is/will be appropriately entered for the examination(s) concerned and will be able to demonstrate the assessment objectives required by the qualification specification.			
Submission Date		Test Centre's Representative Signature	

## Notes on the completion of the Reasonable Adjustment Request Form

LanguageCert has designed this form to ensure it is easy to understand and complete. Please read the steps below for additional guidance on completing the form.

- A separate form should normally be completed for each candidate, for each qualification, listing all units/components affected.
- If the qualification only consists of one unit, list the title of the qualification and the accreditation number and leave the unit title field blank.
- In the box – “What reasonable adjustment type are you requesting?”, please state precisely the nature of the disability or indisposition and its effects in relation to the assessment (e.g. cerebral palsy affecting movement of hands).
- The centre is advised, wherever possible, to consult a specialist advisory service or other external service on the most appropriate arrangements for the candidates concerned and then consider their advice in the light of the qualification specification(s).
- Please specify any information/evidence enclosed with the reasonable adjustment request which will assist LanguageCert to understand the case. Medical or other appropriate evidence will not always be required but must be provided for cases where the centre is unable to verify the reasonable adjustment requested to the satisfaction of LanguageCert.
- The Centre Representative / ATCM must support an application for it to be accepted.