

**Application for Reasonable Adjustments  
Internally assessed units – Vocational qualifications**

Centres **must** use this form to record a reasonable adjustment applied by the centre. All reasonable adjustments **must** be applied in line with the JCQ publication *Access Arrangements and Reasonable Adjustments*. A copy of this form and supporting evidence (where required) **must** be retained by the centre and made available to awarding body personnel upon request.

<b>Awarding Body</b>	<b>Examination Series/ Assessment Date</b>	<b>Centre Number</b>	<b>Centre Name</b>	<b>Learner Registration Number or Learner Enrolment Number</b>	<b>Learner Name</b>

<b>Reason for application</b>	<b>Reasonable Adjustment(s) applied*</b>	<b>Qualification Title</b>	<b>Unit numbers and title to which reasonable adjustment applies</b>

\* Where required, you **must** retain copies of medical evidence and/or a centre statement to confirm the existence of a medical condition and/or evidence of a psychological assessment in support of this application within the centre.

**Declaration:**

1. This form contains accurate details of the reasonable adjustment(s) applied.
2. The adjustment(s) will not compromise assessment validity or reliability, affect the outcome of the assessment or give the learner an unfair assessment advantage when compared with other non-disabled learners undertaking the assessment(s).
3. The reasonable adjustment(s) will be made in line with the published regulations.
4. The learner's knowledge, skills and understanding will be appropriately assessed and the learner will be able to demonstrate the assessment criteria required by the specification following the application of the reasonable adjustment(s).

**Head of Centre/Principal/CEO/Quality Assurance Co-ordinator****Name (Please Print)****Date****Signature****Title**