



**C: Reasonable adjustment arrangements required** (please be specific)

**D: Reasonable adjustments already made within the centre for teaching sessions and tutor assessments** (this section must be completed - do not leave blank)

**E: Declaration**

I confirm that:

- the information provided is accurate;
- the centre will be able to provide the arrangements requested;
- the reasonable adjustments will be implemented in accordance with the guidance given by the awarding body.

Name (centre co-ordinator or examination officer): .....

Signature: .....

Date: .....

## Guidance notes for the application for reasonable adjustments

Please submit the application to CPCAB as far in advance as possible and no later than eight weeks prior to the external assessment concerned.

When completing boxes A - E of the 'application for reasonable adjustments' please consider the following points:

### **A: Assessment for which the application is being made**

Please specify for which external assessment the reasonable adjustments are being requested, and the month and year of assessment. Tick ONE box only - if the candidate is undertaking external assessment on more than one CPCAB qualification, please complete a separate form for each qualification.

### **B: Reason for application**

Please state precisely the nature of the disability or difficulty and its effects in relation to assessment.

Please include with the application any information/evidence that will assist in understanding the case. Statements such as 'see psychologist's report' are not acceptable. Please specify what information is enclosed by ticking the appropriate box(es). Medical evidence will not always be required, but must be provided for cases where the centre itself is unable to provide sufficient evidence.

### **C: Reasonable adjustment arrangements required (please be specific)**

Please specify **your recommendations** for the reasonable adjustments needed by the candidate. Be as precise as possible. Remember that it is **your** responsibility to recommend the reasonable adjustments. You are advised, wherever possible, to consult a specialist advisory service on the most appropriate arrangements for the candidate concerned.

### **D: Reasonable adjustments already made within the centre for teaching sessions and tutor assessments**

This section MUST be completed. Please indicate any support which has been used by the candidate during teaching sessions and tutor assessments and specify for how long these arrangements have been in place. If no previous arrangements have been made, please put 'NONE' - do not leave this section blank.

### **E: Declaration**

The application must be signed by the centre co-ordinator or examination officer for it to be accepted by CPCAB.

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