

	NOTIFICATION FOR REASONABLE ADJUSTMENTS FORM
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Centres must inform CPCAB of all reasonable adjustments marked 'A' in the guidance table overleaf.

1	Centre name:	
	Centre number:	

2	Candidate name:	
	Candidate number:	

3	Date of assessment:	
	Qualification title:	
	Group Number:	

4	Reason for adjustment:	
	Reasonable adjustment required:	

5	Evidence to support requirement:	
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Declaration: The above notification is fully supported by evidence and I am satisfied that all the information provided is correct and verifiable. I fully support these arrangements and confirm that the above candidate is entered for the assessments concerned. *Please retain a copy of this form, and any original documentation to support access arrangements, for three years from the date of assessment.*

Signature /date:	
Name and position in centre:	
Centre contact details: Telephone or email address	

Guidance table for the notification and application of reasonable adjustments

A = Reasonable adjustment permitted by the centre. Centre to complete the notification form CR3a and forward to CPCAB at the earliest opportunity.

B = Reasonable adjustment requiring prior agreement by CPCAB. Centre to complete application form CR3, which must be received by CPCAB eight weeks prior to the external assessment date.

Reasonable adjustment	Assessments NOT under exam conditions i.e. self/case review	Assessments taken under exam conditions	Notes
Extra time up to 25%	Not applicable	A	
Extra time exceeding 25%	Not applicable	B	Please complete CR3
Supervised rest breaks	Not applicable	A	
Change in the organisation of assessment room	Not applicable	A	For CSK-L2 and CST-L3 the invigilator must ensure all candidates can see and hear the DVD
Separate accommodation within the centre	Not applicable	A	
Taking the assessment at an alternative venue	Not applicable	A	
Use of coloured overlays, low vision aids, tinted spectacles, CCTV, OCR scanners and amplification equipment	A	A	
Use of assistive software	A	A	
Use of bilingual and bilingual translation dictionaries	A	A	
Assessment material in enlarged format	A	A	
Assessment material in braille	B	B	Liaise with EA Administrator. Complete CR3.
Language modified assessment material	B	B	Please complete CR3
Assessment material in BSL	Not Available	Not Available	
Assessment material on coloured paper	A	A	
Assessment paper in audio format	Not Available	Not Available	
Use of ICT	A	A	
Responses on audio cassette	B	B	Liaise with EA Administrator. Complete CR3.
Responses in BSL	Not Available	Not Available	Must be in written format
Responses in braille	Not Available	Not Available	Must be in written format
Reader	A	B	Please complete CR3
Scribe	A	B	Please complete CR3
BSL/English interpreter	A	A	
Prompter	A	A	
Practical assistant	A	A	
Transcriber	A	A	