



APPLICATION FOR SPECIAL CONSIDERATION

For candidates unable to sit the external assessment on the scheduled date

Application and eligibility criteria

1. Candidates who are registered to undertake an **external assessment** on a particular date, but who are unable to do so because of a temporary illness, injury or indisposition, are eligible for **special consideration**.
2. CPCAB will invite such candidates to sit the external assessment at the next available opportunity at no additional charge.
N.B. External assessment decisions are valid for one year from the date of sitting the external assessment. Candidates must have been assessed as competent in all other course requirements by the end of this period to be eligible for certification.
3. Eligibility conditions include:
 - (a) sudden on-set of an illness, injury or disability (*for which a doctor/hospital note must be provided*).
 - (b) hospital admission (*for which a doctor/hospital note must be provided*).
 - (c) loss of material as a result of fire, flood or theft (*in the latter case a police crime number must be provided*).
 - (d) bereavement of a close friend or family member.
 - (e) other circumstances beyond the candidate's control (e.g. severe weather).
4. The candidate's **tutor** (or else the centre co-ordinator) must complete the form overleaf and send it to CPCAB, **together with** (if relevant, depending on the particular circumstances involved) one of the written items italicised in 3a – 3c above.

To apply for special consideration for a CPCAB candidate undertaking external assessment, please complete the application form overleaf.

APPLICATION FOR SPECIAL CONSIDERATION

for CPCAB candidate unable to sit the external assessment on the scheduled date

Name and address of centre:	
Telephone number:	
Email address:	
Name of tutor/coordinator:	
Name of candidate for whom special considerations are being requested:	
CPCAB Candidate learner number:	
Group number:	
Qualification for which candidate is registered:	
Date on which this candidate is due to take the external assessment:	
Please detail below: <ul style="list-style-type: none">• the main reason for this application with reference to the terms of eligibility given overleaf, and (where applicable) ...• the documents you enclose to support this application	
Main reason for application	Documents enclosed
Tutor (or co-ordinator) signature:	Date:

Please return the completed application form together with the documents to:
CPCAB, PO Box 1768, Glastonbury, Somerset BA6 8YP (fax 01458 852055), or email to
mrichards@cpcab.co.uk