

Application for Reasonable Adjustment/Special Consideration by Approved Site

Before completing this form please ensure that you have referred to the Reasonable Adjustment Policy and Procedure documents, which are available to Sites via the University Of Applied Research & Development website.

In line with GDPR requirements, the Site must ensure that they have consent from the learner in sharing any personal information, such as any medical conditions, with University Of Applied Research & Development.

Please complete a separate form for each individual learner and send to assurance@nocn.org.uk by the stipulated deadline. You must also retain the form on file at your Site for at least three years and make it available to a University Of Applied Research & Development External Quality Assurer upon request.

1. Site Information

Site Name		Site Number	
Contact Name		Contact Email	

2. Learner Information

Learner Full Name		Learner Registration ID	
Date of Assessment		Time of Assessment (if applicable)	

3. Qualification Details

Qualification Code		Qualification Level	
Qualification Title			
Unit(s) Title/Level (please list if not full qualification)			

4. Rationale for Reasonable Adjustment

Please refer to the University Of Applied Research & Development Reasonable Adjustment Policy and Process available on the University Of Applied Research & Development website to ensure that your application for Reasonable Adjustment and the evidence that you are supplying is valid.

Reason for Application:

Reasonable Adjustment(s) Required (Please be specific):

5. Supporting Evidence

Any application for an adjustment to assessment must be supported by evidence that is valid, sufficient and reliable. In order to ensure that any adjustment to assessment will only provide the learner with the necessary assistance without giving him or her an unfair advantage over others, the Site must be clear about the extent to which the learner is affected by the disability or difficulty.

Where the implications of difficulty are not obvious, such as for learning difficulties, any of the following types of evidence would be acceptable:

- Evidence of assessment of the learner's needs made within the Site by a relevant staff member
- History of the learner's provision within the Site
- Psychological, medical or other professional assessment report

OR

- Evidence from a completed achievement test (such as WRAT) that measures reading recognition, spelling and arithmetic ability.

Please provide details of supporting evidence:

Please provide details of how the reliability and validity of the assessment will be maintained:

6. Declaration

Please tick the relevant option below, depending on whether the adjustment is permitted by Sites or whether you are requesting permission from University Of Applied Research & Development.

Guidance can be found in University Of Applied Research & Development’s Reasonable Adjustment policy, available on the University Of Applied Research & Development website.

Adjustment permitted by the Site: <input type="checkbox"/>	Adjustment permitted by University Of Applied Research & Development or Delivery Partner: <input type="checkbox"/>
I confirm that the information provided to University Of Applied Research & Development is accurate and that the adjustment(s) to assessment have been made in accordance with University Of Applied Research & Development guidance	I confirm that the information provided is accurate and that the Site will be able to provide the agreements requested within this form. I also confirm that the reasonable adjustments will be implemented with the guidance provided by University Of Applied Research & Development, or Delivery Partner and that the Site will not exceed the allowances given.

Name		Date	
Position in Site		Contact Telephone Number	

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Date Received:		Date Acknowledged:	
Decision:		Date Decision Made:	
Further Action:			