**E2 Centre Application for Reasonable Adjustments**

Please complete a separate form for each individual candidate/apprentice and send a completed copy to [complianceandregulation@skillsedugroup.co.uk](mailto:complianceandregulation@skillsedugroup.co.uk) least 28\* working days before the external or independent assessment date or 5 working days before an online assessment date.

Where the request relates to an onscreen assessment please ensure the candidate is scheduled to sit the examination prior to submitting this form for consideration.

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| --- | --- |
| **Centre Name** |  |
| **UKPRN (if known)** |  |
| **Unique Learner Number (ULN)** |  |
| **Learner Reg. ID** |  |
| **Candidate’s Full Name** |  |
| **Qualification Title(s)** |  |
| **Qualification Code(s)** |  |
| **Assessment Date(s) / Session(s)** |  |

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| Reason for application: |
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| Reasonable adjustments required (please be specific): |
|  |
| Please provide details of supporting evidence:  This may include:   * The centre’s assessment of the candidate’s needs * History of provision for the candidate within the centre * Medical certificate * Psychological or other professional assessment report |
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| Please provide details of access facilitator required (where applicable): |
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| --- | --- | --- | --- |
| Declaration:  I confirm that:   * the information provided is accurate; * the centre/training provider will be able to provide the arrangements requested; * the reasonable adjustments will be implemented in accordance with the guidance given by us as the Awarding Organisation. | | | |
| Name |  | | |
| Position in centre |  | Date |  |

\*In the case of CPC examinations please submit this request at least 14 days prior to the assessment date.