

Request for Reasonable Adjustments Substitute Form



AIM Awards and Anglia Examinations require independent verification of a candidate's application for reasonable adjustment. A statement by someone who may have a direct interest in the outcome of the examination such as the candidate's mother, father or English teacher at the time of the exam is not admissible as independent.

Normally, a doctor's letter or a statement by another professional is required and should be attached to candidate's initial registration.

If this causes a material breach of privacy, the following statement may be substituted and signed.

Candidate Name	DOB	Level	Disability Type	Type of adjustment required

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You should complete the form for each learner requesting a reasonable adjustment with supporting evidence. If the level of adjustments requires actions from Anglia Examinations the form must be submitted as soon as possible and **at least 14 days before the intended assessment date**.

Where relevant, we will consider your application and give you a decision **within 14 days**. We will inform you if we will be unable to reach a decision in this timescale.

Declaration

I confirm that the candidates named above have a genuine need for reasonable adjustment in his/her examination. I also confirm that I have seen clear and independent evidence to support this application.

Name:		Position:	
Centre Name:			
Exam Date:		Relationship to the candidates:	
Signature:		Date:	

<i>Office use only:</i>		
<i>Application Received:</i>	<i>Application acknowledged:</i>	<i>Application agreed:</i>
<i>Further action:</i>		