

APPLICATION FOR REASONABLE ADJUSTMENTS FOR INTERNAL AND/OR EXTENAL ASSESSMENTS

Centres may implement certain reasonable adjustments without prior application to NCFE. NCFE's Reasonable Adjustments and Special Considerations Policy gives further information on these categories and is available from the NCFE website (www.ncfe.org.uk). If your application does not fall into these categories, this application form must be completed and submitted to NCFE. Any queries or requests regarding reasonable adjustments should be e-mailed to assessment@ncfe.org.uk.

Please complete this form for and return to:

Assessment Team, NCFE, Citygate, St James Boulevard, Newcastle upon Tyne, NE1 4JE

1. Requests must be submitted at least 15 working days **prior** to the external assessment date, with the exception of Braille.
2. Braille requests must be received **at least three months prior** to the external assessment date.

Please note that NCFE cannot guarantee approval for requests received after the above deadlines.

All fields MUST be completed

Centre Number		Centre Name	
NCFE Candidate Number	_____	Candidate Name	_____
Qualification Number	_____	Qualification Name	_____
Date of External Assessment	_____		_____

Reason for Request	Details of Reasonable Adjustment required	Details of Evidence Attached

Signature _____	Date _____
Name _____	Position _____

<u>FOR NCFE USE ONLY</u>					
RA Ref: _____			ExtAss Ref: _____		
	Date	Initials		Date	Initials
Received:			Received:		
Passed to Proc:			Logged:		