

Reasonable Adjustment Request Form

Please complete all fields and submit to ProTrainings at least 7 days of the assessment



Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Adapting assessment materials, such as providing materials in Braille
- Changing customary assessment arrangements. For example, allowing a learner additional time to complete the assessment activity
- Providing assistance during assessment, such as a sign language interpreter or a reader
- Using assistive technology, such as screen reading or voice activated software
- Re-organising the assessment room, such as removing visual stimuli for an autistic learner
- Changing the assessment method, for example from a written assessment to a spoken assessment
- Providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments
- Providing and allowing different coloured transparencies with which to view assessment papers

Centre Name:			Learner Name:		
Qualification Title:					
Unit Title / Learning Outcome				Date of assessment	
1.					
2.					
Please summarise the adverse circumstances affecting the assessment performance					
Declaration: I am satisfied that the information provided is accurate and fully support the application					
Name of Centre Contact:				Date:	
Signature:					