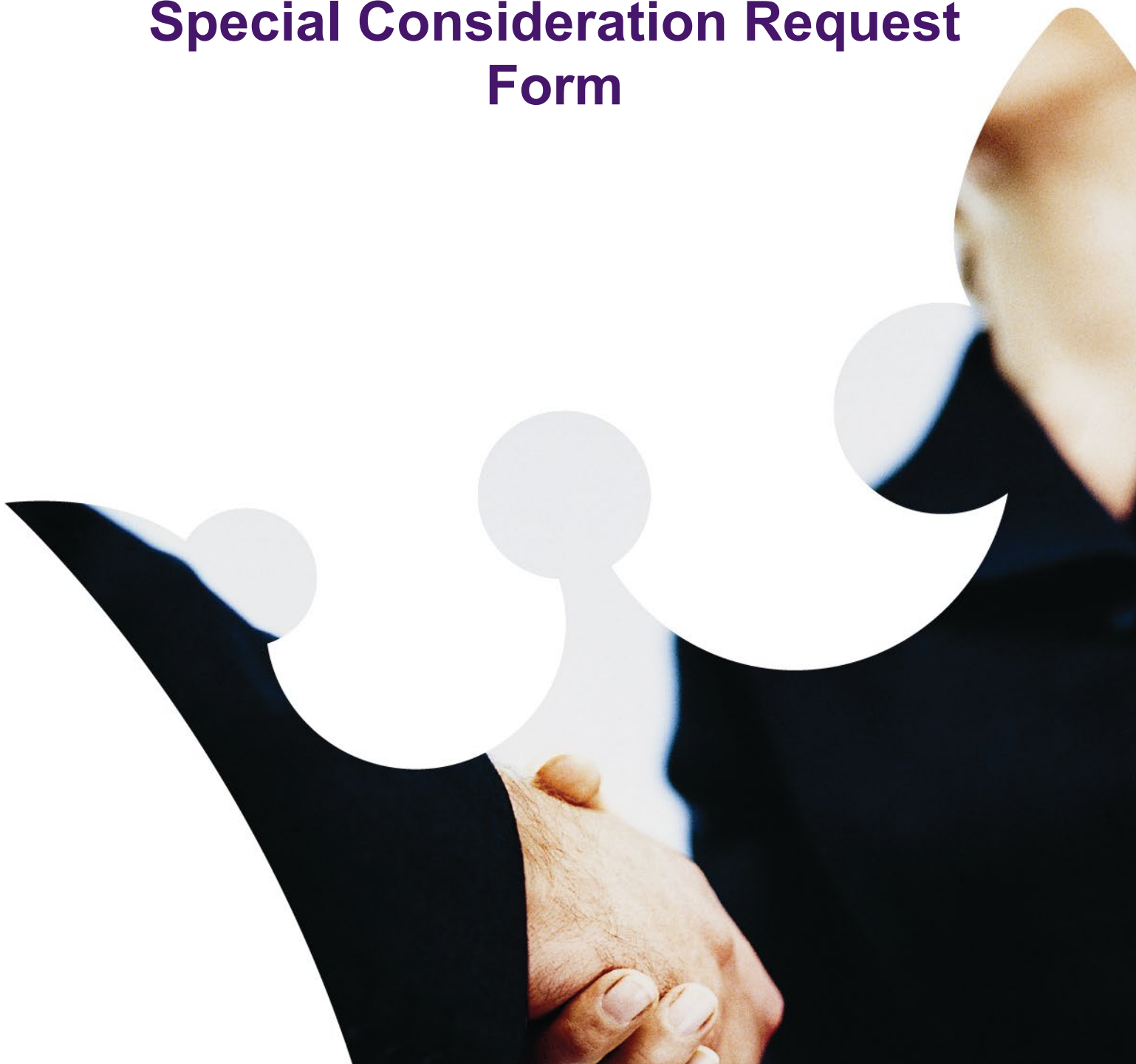




# **Reasonable Adjustment and Special Consideration Request Form**



# 1 Introduction

Please ensure that you have read SFJ Awards Reasonable Adjustment and Special Consideration Policy prior to completing this form. If you have any queries, please contact SFJ Awards Examinations Manager, Helen White on [helen.white@sfjawards.com](mailto:helen.white@sfjawards.com).

Please complete sections 2 – 6. SFJ Awards will complete section 7 and will advise you of the decision to this application.

## 2 Learner Information

Title	
First name(s)	
Last Name	
Date	
Address	
Telephone	
Email	
Qualification Title	
Date of Assessment	

**Please complete section 3 for a Reasonable Adjustment(s) request or Section 4 for a Special Consideration request.**

**Please make sure that your learner has been registered on an SFJ Awards Qualification before submitting this request.**

### 3 Reasonable Adjustment

What Reasonable Adjustment(s) is being applied for?	
<b>Details/Grounds for Request - Please provide as much detail as possible surrounding the Reasonable Adjustment request to support this application. Summarise adverse circumstances affecting assessment performance, controlled assessment or coursework.</b>	

## 4 Special Consideration

Date challenge/difficulty identified	
Is the challenge/difficulty continuing?	
Does this request relate directly to an incident where the assessment took place?	
Was the assessor informed of this incident?	
Detail of assessor's response:	

**Details/Grounds for Request - Please provide as much detail as possible surrounding the Special Consideration request to support this application. Summarise adverse circumstances affecting assessment performance, controlled assessment or coursework.**

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## 5 Supporting Evidence and Documentation

SFJ Awards requires all documented evidence to be supplied with a request. Evidence must be in an official capacity from a relevant professional that confirms the nature of the problem that requires Reasonable Adjustment(s) or Special Consideration.

Please ensure that any documentation is signed and dated, and that the originator can be identified. Please also provide contact details in case we are required to contact them for clarification if there is any doubt regarding the level or suitability of adjustment to be made.

Please list the documents provided.

## 6 Centre Declaration

SFJ Awards will process this data in accordance with the principles of the Data Protection Act 2018 (DPA 2018) incorporating the General Data Protection Regulation (2016/679 May2018).

**I confirm that by completing and submitting this form I give consent to the processing of this data, have read and understand the SFJ Awards Reasonable Adjustment and Special Consideration Policy and have supplied accurate information which to the best of my knowledge and understanding is correct.**

Signed	
Date	

## 7 Decision – to be completed by SFJ Awards

Date of Request	
Reasonable Adjustment /Special Consideration requested	
Reasonable Adjustment/Special Consideration granted by SFJ Awards	
Reason(s) if declined	
Date	
SFJ Awards	

Thank you for submitting the above request for your learner. If you have any queries, please do not hesitate to contact us.

Many thanks

SFJ Awards