

**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 Quality Assurance team at [qateam@sfjawards.com](mailto:qateam@sfjawards.com)

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

1. Learner Information

|  |  |
| --- | --- |
| Title |  |
| First name(s) |  |
| Last Name |  |
| Date |  |
| Address |  |
| Telephone |  |
| Email |  |
| Qualification Title |  |
| Date of Assessment |  |
| Odyssey learner registration number |  |

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.

1. Reasonable Adjustment

|  |  |
| --- | --- |
| What Reasonable Adjustment(s) is being applied for? |  |
| 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. | |
|  | |

1. 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. | |
|  | |

1. 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. |
|  |

1. 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 |  |

Please submit a competed copy of this form and your supporting evidence to [qateam@sfjawards.com](mailto:qateam@sfjawards.com).

1. 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.

Kind regards

SFJ Awards



**SFJ Awards**  
Consult House  
4 Hayland Street  
Sheffield S9 1BY  
Tel: 0114 284 1970

sfjawards.com

