# **Reasonable Accommodation in Assessment – Application Form (Training Services)**

Part A

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| Learner Name: | Email Address: | Tel No.: |
| Centre or Provider: | Course: | PLSS code: |
| **Details of Reasonable Accommodation (RA) being Requested:** |
| I would like to apply for RA for: | All Assessments throughout my course [ ]  | For a specific assessment, or assessment period [ ]  |
| Please describe why you need Reasonable Accommodation. You may add extra sheets if required. |
| **To be completed by the learner with their teacher(s) / tutor(s). Extra sheets can be added if required.**  | **To be completed by Programme Coordinator** |
| **Module Code(s) & title(s)** | **Tutor / Teacher** | **Assessment Techniques (e.g. Exam, Online Exam, Skills Demo)** | **Assessment date (if known)** | **RA Granted Y/N** | **Details of RA granted.** |
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| **Details of supporting relevant evidence / supporting documentation** |
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| Learner’s Signature | Date:  | Programme CoordinatorSignature: | Date: |

**Forward a copy of this form including the decision to the Quality Assurance Support Service. File supporting documentation in the Centre**

**Reasonable Accommodation in Assessment - Appeal**

**Right to Appeal**

If your application for Reasonable Accommodation is refused, you may appeal the decision. The Programme Co-ordinator will forward your application to the Quality Assurance Support Service for review by a member of the Senior Management Team (SMT)

**PART B**

**Please sign here if you wish to appeal the decision: …………………………………………………………………………………………….. Date: ………………………………..**

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| **Part C: Appeal Decision (Quality Assurance Support Service Office Use)** |
| *This section must be completed by the member of the SMT who decides the appeal* |
| **Date of Decision** |  | **Outcome** |[ ]  Successful |
|  |  |  | [ ]   | Unsuccessful |
| **If successful, list details of assessment adaptation:** |
| Component | Tutor/Teacher | Assessment Techniques(eg Exam, Skills Demo, etc) | Details of RA (eg Scribe, Reader, etc) |
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| Note(s) (if any) |
| **Signed:** |  |
|  | (Member of LOETB SMT) Date |