



Reasonable Accommodation in Assessment – Application Form (Further Education)

Part A

Learner Name:		Email Address:		Tel No.:	
Centre:			Course:		
Details of Reasonable Accommodation (RA) being Requested:					
I would like to apply for RA for:		All Assessments throughout my course <input type="checkbox"/>		For a specific assessment, or assessment period <input type="checkbox"/>	
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
Details of supporting relevant evidence / supporting documentation					
Learner's Signature			Date:		
Programme Coordinator Signature:			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:**

Part C: Appeal Decision (Quality Assurance Support Service Office Use)			
<i>This section must be completed by the member of the SMT who decides the appeal</i>			
Date of Decision		Outcome	<input type="checkbox"/> Successful
			<input type="checkbox"/> 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)
Note(s) (if any)			
Signed:			
	(Member of LOETB SMT)	Date	

