

Request for a Reasonable Adjustment or Special Consideration

Please complete this form using **BLOCK CAPITALS**

This form is to be used to make request for a reasonable adjustment or special consideration for a Learner in order to provide them with access to assessment as detailed in the NALP Reasonable Adjustments and Special Considerations Policy. Please submit this to NALP at the time of Learner enrolment for a reasonable adjustment or at least 24 hours prior to the deadline of submission of an assignment for assessment for a special consideration, keeping a copy with your records for auditing purposes.

Details of Submitter

Name of Submitter: _____ Centre or Learner? _____

Centre Name _____

Tel _____ Email _____

Learner Name _____ Date of birth _____

Learner Address _____

Learner Tel _____ Email _____

Details of Qualification

Qualification Name _____

Date of enrolment _____ Date assignment due for submission _____

Request being made for: Reasonable Adjustment Special Consideration

Details of Reasonable Adjustment or Special Consideration required and Supporting Evidence

Please detail the reasonable adjustment required and why it is necessary; attaching any supporting evidence (please continue on a separate sheet if required).

Supporting documentation attached? Yes No

Request for a Reasonable Adjustment or Special Consideration

Declaration

I/We confirm that the above is a request based on a genuine need for a reasonable adjustment and that all the information provided is true to the best of my/our knowledge. I/We understand that making a false claim could result in sanctions being taken against both the Centre and the Learner, including the nullification of any qualification results.

Signed _____ Date _____
Centre Contact (named above)

Signed _____ Date _____
Learner (named above)