Application for special considerations for apprentices/learners

Please complete all sections of the form. Incomplete applications cannot be considered.

|  |  |
| --- | --- |
| Provider name |  |
| Coordinator name |  |
| Name of apprentice/learner |  |
| Apprentice ULN |  |

List below all Innovate Awarding qualifications/apprenticeship standard for which the learner requires special consideration:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Standard/Qualification title (as it shows on Quartz for Qualifications / EPA Pro for Standards) | Level | Qualification code (if applicable – Qualifications only | Assessments requiring adjustments | Assessment /test date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Summary of the adverse circumstances that affected the learner:

|  |
| --- |
|  |

Please provide *specific* details of the special consideration requested in the box below.

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|  |

Please list all the supporting evidence supplied with this request. This may be a medical report, statement from the invigilator etc. Applications which do not have the relevant documentary evidence cannot be considered.

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*Declaration:* This application is supported by the centre coordinator and relevant tutors:

**Signed by Coordinator or Examinations Officer:**

**Print name:**

**Date of application:**

*The form will not be processed without a written or electronic signature.*

Please return the completed form and supporting evidence to:

Email:

[compliance@innovateawarding.org](mailto:compliance@innovateawarding.org)

Post:

Innovate Awarding  
Block F  
291 Paintworks   
Arnos Vale

Bristol  
BS4 3AW

If you have any queries at regarding completing and submitting this form, or about reasonable adjustments and special considerations in general, please contact Innovate Awarding:

Email: [compliance@innovateawarding.org](mailto:compliance@innovateawarding.org)

For completion by Innovate Awarding only

Date application received by Innovate Awarding:

The application cannot be considered until the following information has been received:

|  |
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|  |

The above named apprentice/learner may have the following special consideration/reasonable adjustments arrangements for the examinations set out below:

|  |
| --- |
|  |

Please ensure that the apprentice/learner and all relevant staff, including invigilators, are aware of this agreement and that the appropriate arrangements are put in place.

Innovate Awarding Regulation & Compliance Manager signature:

Date: