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 Qualification/Standard title (as it shows on QuartzWeb/ EPAPro) | Level | Qualification code (Qualifications only) | Assessments requiring adjustments | Assessment /test date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| Summary of the adverse circumstances that affected the learner: |
|  |
| **Specific details of the special consideration being requested:** |
|  |

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 and will be rejected until appropriate evidence is provided.

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| **Declaration** |
| **This application is supported by the employer/provider coordinator and relevant tutors:** | | |
| Signed by Coordinator or Examinations Officer: | |  |
| Print name: | |  |
| Date of application: | |  |

The application 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 | FAO Compliance  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 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 because:

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|  |

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

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|  |

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: