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 |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Standard/Qualification title | Qualification code (if applicable) | Level | Assessment/Test date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Summary of the adverse circumstances that affected the learner:

|  |
| --- |
|  |

Please provide *specific* details of the reasonable adjustments 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form and supporting evidence to:

Post:

Innovate Awarding  
Block F  
291 Paintworks   
Arnos Vale

Bristol  
BS4 3AW

Email:

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

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:

Telephone: 0117 314 2800

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

For completion by Innovate Awarding only

Date application received by Innovate Awarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the Centre Coordinator

Cc Centre Examinations Officer

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 Head of Compliance signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_