

Reasonable Adjustment Request form

Please complete all fields and submit the form to SELT@languagecert.org within the stated timeframes as set out in the Reasonable Adjustment and Special Considerations Policy.

Details			
Candidate Name		URN	
Test Centre Name		Test Centre ID	
SELT exam			
Unit title(s) Note: If the qualification only has one unit, please ignore			
What reasonable adjustment type are you requesting?			

Please provide details of any supporting evidence that you are submitting (e.g.):

- Medical certificate
- Psychological or other professional assessment report
- Prior the centre's assessment of the candidate's needs
- History of provision for the candidate within the centre

Declaration:			
I am satisfied that the information provided on this form is accurate.			
Submission Date		Candidate's Signature	

Notes on the completion of the Reasonable Adjustment Request Form

LanguageCert has designed this form to ensure it is easy to understand and complete. Please read the steps below for additional guidance on completing the form.

- If the SELT only consists of one unit, list the level of the SELT and the accreditation number and leave the unit title field blank.
- In the box – “What reasonable adjustment type are you requesting?”, please state precisely the nature of the disability or indisposition and its effects in relation to the assessment (e.g. cerebral palsy affecting movement of hands).
- The candidate is advised, wherever possible, to consult a specialist advisory service or other external service on the most appropriate arrangements and then consider their advice in the light of the qualification specification(s).
- Please specify any information/evidence enclosed with the reasonable adjustment request which will assist LanguageCert to understand the case. Medical or other appropriate evidence will not always be required but must be provided for cases where the candidate is unable to verify the reasonable adjustment requested to the satisfaction of LanguageCert.