

ASDAN Reasonable Adjustments Application form

Note: Not all access arrangements require the centre to apply to ASDAN. For example, a scribe may be required where a learner is unable to produce legible evidence; although there is no requirement to apply for permission to use a scribe, the centre must annotate the learner's portfolio accordingly, so that ASDAN is aware that the work has been verified as the learner's own work. Other access arrangements for portfolio-based qualifications that a centre is able to grant without prior permission from ASDAN include the use of IT, a prompter or reader and enlarged format recording documents.

In instances where it is not possible to choose assessment activities and evidence formats that are accessible to learners and permitted by the qualification, all reasonable adjustments to assessment must be approved by ASDAN.

Reasonable Adjustments: Please complete Sections 1, 2, and 4

Notification of access arrangements: Please complete Sections 1, 3 and 4

Please complete a separate form for each learner and send a completed copy to quality@asdan.org.uk no later than 10 working days before the relevant sampling activity date.

Section 1

Centre name:	Centre number:
Learner name:	Learner number:
Assessment date/session:	Qualification title and level:
Unit name and level:	

Reason for application:

Section 2

Reasonable adjustments required (please be specific):
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Evidence in support of the application

This may include:

- The centre's assessments of the learner's needs
- History of provision within the centre
- Medical certificate
- Psychological or other professional assessment report

Please provide details of supporting evidence:

Section 3 – Notification of access requirements

Please provide details of access facilities/instruments/activities used (where applicable):

Section 4

Declaration

I confirm that:

1. The information provided is accurate.
2. The centre will be able to provide the arrangements requested.
3. The reasonable adjustments will be implemented in accordance with the guidance given by the awarding organization, or
4. The access arrangements used did not replace the learner's own work and the authenticity of the evidence was not compromised.

Name:

Signature:

Position in centre:

Date: