You should complete and submit this form for each learner requesting a Reasonable Adjustment with supporting evidence to enquiries@aimawards.org.uk **at least 14 days before the intended assessment date**.

We will consider your application and give you a decision **within 10 working days**. We will inform you if we are unable to reach a decision in this timescale.

Please note if this form is not fully completed, it may delay in any adjustment being approved.

|  |  |
| --- | --- |
| **Centre name:** |  |
| **Learner name:** |  |
| **Unique Learner Number:** |  |
| **RAC Run ID:** |  |
| **Qualification registered on:** |  |
| **Date and time of assessment Reasonable Adjustments applied for:** |  |
| **Unit(s)/components Reasonable Adjustments applied for:** |  |

|  |  |
| --- | --- |
| **Adjustment:** | **Support Required *(Please Tick)*** |
| **Up to 25% extra time:** |  |
| **Extra time above 25% (please specify percentage):** |  |
| **Reader:** |  |
| **Scribe:** |  |
| **Modified question paper (please describe):** |  |
| **Font size:** | **Paper size:** |

|  |
| --- |
| **Reason for Reasonable Adjustment:** |
|  |
| **Evidence supplied:** | Yes  | No  | Evidence type: |

**Declaration (to be completed by the Head of Centre):**

I confirm that the information provided above is accurate.

|  |  |
| --- | --- |
| **Head of Centre** **Name:** |  |
| **Signature:** |  |
| **Date:** |  | **Phone number:** |  |

|  |
| --- |
| For use by AIM Awards: |
| Application received: | Application acknowledged: | Application agreed: |
| Further action: |  |