Application for Reasonable Adjustments (CR3)

The purpose of a Reasonable Adjustment request is to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in an assessment situation. All requests should reflect the candidate’s normal way of working. Requests for Reasonable Adjustments are not shared with CPCAB Assessors.

Centres should complete this [Application Form](https://www.cpcab.co.uk/public_docs/cr3_application_for_reasonable_adjustments_form) for candidates who need a reasonable adjustment in their External Assessment (exam). This form must be received by CPCAB at least **eight weeks** prior to the external assessment date. In the unlikely event that CPCAB declines to accept the Reasonable Adjustment for a candidate the centre is entitled to appeal the decision according to the procedures set out in the [Appeals Policy](https://www.cpcab.co.uk/public_docs/enquiries_and_appeals_policy).[[1]](#footnote-1)

Centres do **not** need to complete this form to request reasonable adjustments for internal assessment or for delivery arrangements. However, CPCAB staff are available to provide guidance on these and have produced a [useful guide](https://www.cpcab.co.uk/public_docs/reasonable-adjustment-guidance-for-centres) to support centres in making appropriate adjustment decisions.

|  |  |
| --- | --- |
| **Centre Name:** |  |
| **Centre Number:** |  |
| **Candidate Name:** |  |
| **CPCAB Candidate Number:** |  |
| **Qualification Title:** |  |
| **Group Number:** |  |
| **Date of External Assessment:** |  |

**Reason for adjustment(s):** Please provide details.

**How was the need for this adjustment identified?**

**When was the need for this adjustment identified?** Please tick as appropriate

☐ Pre-course

☐ At admission/enrolment

☐ During the course

☐ During the mock assessment

**How does this adjustment reflect this learner’s normal way of working? (please provide details of the current centre adjustments below)**

**Has this request been mapped to CPCAB's Reasonable Adjustments Policy and identified as the most appropriate adjustment for the candidate?** Yes/No

If no, please read the CPCAB [Reasonable Adjustments and Special Consideration Policy](http://www.cpcab.co.uk/public_docs/application-of-reasonable-adjustments-and-special).

**Reasonable adjustment(s) required\*:**

|  |  |
| --- | --- |
| ☐ | Use of coloured overlays/screen background/text |
| ☐ | Use of mechanical, electronic and technological aids |
| ☐ | Use of assistive software |
| ☐ | Use of bilingual translation dictionaries |
| ☐ | Enlarged font/changed font (An RA application is not required if candidates make these changes themselves and revert the paper back to the original format before submission to the tutor/centre) |
| ☐ | Assessment material in braille. If assessment material in braille is required please contact [exams@cpcab.co.uk](mailto:exams@cpcab.co.uk) |
| ☐ | Spoken responses using electronic recording devices (transcribed at centre) |
| ☐ | Prompter |
| ☐ | Reader |
| ☐ | Scribe |
| ☐ | BSL/English Interpreter |
| ☐ | Practical Assistant |
| ☐ | Transcriber |

\* Please note CPCAB do not accept requests for extra time or rest breaks due to the open book format of the assessment

**Please explain how the RA requested above will be facilitated:**

**Declaration:** I confirm that the above application reflects the candidate’s normal way of working and evidence has been supplied to the centre of individual needs where appropriate. All information is correct and verifiable and may be requested by CPCAB as required. I understand that the centre is responsible for supporting the candidate with facilitating any Reasonable Adjustment request.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date of application: |  |
| Position in centre: |  |
| Email address: |  |

Please send your completed CR3 to [exams@cpcab.co.uk](mailto:exams@cpcab.co.uk) for approval.

Please refer to the [CPCAB Reasonable Adjustments Policy](https://www.cpcab.co.uk/public_docs/application-of-reasonable-adjustments-and-special) and JCQ guidelines should you need further guidance.

1. Data will be held in accordance with CPCAB’s [Data Protection Policy](https://www.cpcab.co.uk/public_docs/data-protection-policy) [↑](#footnote-ref-1)