QUALIFICATIONS CIOL

Reasonable Adjustments Application Form

All applications for Reasonable Adjustments must be submitted at the time of registration. In order to request Reasonable Adjustments, you will need to provide official evidence (**in English only**) which must include detailed recommendations and confirm that this is your normal and current way of working. Official evidence must be issued within the last six months.

Failure to submit your application together with an acceptable form of official evidence by the published application deadline may result in your request being rejected. Please refer to the relevant Key Dates document on our website for all date information.

Qualification title	
Exam session (Month and Year)	
Exam Unit(s)	
Full name	
Email address	
Candidate number (if known)	
Contact number	
Exam to be sat with	☐ CIOLQ Virtual Centre
Application due to	☐ Cognition need, e.g. Dyslexia ☐ Communication and interaction need, e.g. ASD ☐ Sensory and physical needs, e.g. HI, VI, PD, Type 1 Diabetes ☐ Social, emotional, and mental health needs, e.g. ADHD, Mental Health conditions ☐ Religious grounds ☐ Other needs
If “Other needs” option is selected, please specify	

Specify which Reasonable Adjustments you are applying for	

Extra time guidance

CIOL Qualifications awards 25% extra time as standard on receipt of satisfactory official evidence. Allocation of extra time above the 25% threshold may be considered in exceptional circumstances only.

Suggested evidence

The following forms of official evidence are acceptable but must contain detailed recommendations and confirmation that this is the applicant's normal and current way of working:

- Psychologist's report
- Medical report
- Professional statement
- Medical certificate
- If applying on religious grounds only, a written statement signed by an appropriate religious authority
- Other

If Other, please specify providing as much detail as possible:

DECLARATION

I declare that the information on this form is true and accurate, and I agree to CIOL Qualifications processing my data.

Candidate's name and signature*

	Date:

*If completing electronically, please type your name in full.

Email this completed form to qualifications@ciol.org.uk

If you require any assistance with completing this form, please email the Client Services Team at qualifications@ciol.org.uk.