

A reasonable adjustment is any reasonably achievable action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not affect the reliability and validity of assessment outcomes and must be as rigorous as assessment methods used with other learners.

Please read the LASER Access to Fair Assessment (Reasonable Adjustments and Special Considerations) Policy and Procedure which can be found on the LASER website: www.laser-awards.org.uk, in full prior to completing this form. The permissions table given in the policy lists the most commonly requested adjustments to standard assessment arrangements and identifies those which may be agreed by the centre and those which must be approved by LASER.

Reasonable adjustments permitted at the discretion of the centre should be agreed with the Internal Verifier and included in the sampling process for internal verification. This form may be used to record centre-permitted reasonable adjustments, or centre-devised records may be used to record the same information as is required on this form.

This form should be used by centres to apply for reasonable adjustments on behalf of each individual learner. In exceptional circumstances it may be submitted directly by the learner. If the learner is registered on a number of units/qualifications please list them all on this form; do NOT submit individual applications. The form should be submitted to quality@laser-awards.org.uk at least 15 working days prior to the learner undertaking the assessment. Requests for Braille translations must be submitted at least 30 working days prior to the learner undertaking the assessment.

If the date of assessment and/or run number are not known at the time of submitting this form, the centre must inform LASER of this information as soon as it is known and before assessments take place.

Appeals may be made in line with the LASER Appeals Policy and Procedures which can be found on the LASER website: www.laser-awards.org.uk.

CENTRES MUST KEEP A COPY OF THIS APPLICATION, COMPLETE WITH THE LASER RESPONSE, FOR AT LEAST 3 YEARS FROM THE END OF THE YEAR TO WHICH IT RELATES

Centre name			
Site address of planned assessment/s			
Date of assessment/s (if known)		Run number (if known)	
Qualification title			
Unit/s title and level (<i>unless application is for whole qualification</i>)			
Assessment type/s (<i>e.g. multiple choice exam; practical demonstration; etc</i>)			

Learner's full name	Learner registration number

Reason for application

Reasonable adjustment/s required

Supporting evidence

This must include one or more of:

- The centre's assessments of learner's needs
- History of reasonable adjustment/s for this learner within the centre
- Medical certificate
- Psychological or other professional assessment report.

Please provide details of supporting evidence attached

Please provide details of how the reliability and validity of the assessment will be maintained, with no learner/s being advantaged or disadvantaged by the reasonable adjustment/s

Declaration

I confirm that:

- The information in this application, and all supporting evidence, is accurate and genuine.
- The centre will be able to provide the reasonable adjustment/s requested if the application is approved by LASER*.
- The reasonable adjustment/s will be implemented in accordance with the guidance given by LASER*.
- The centre will not exceed the allowances given*.
- This record will be kept by the centre and made available to LASER upon request*.
- The centre will inform LASER of assessment date and run number before assessments take place, if not yet known*.

Name			
Position in centre*			
Phone number			
Email address			
Signature		Date	

* If form is submitted by centre

LASER ONLY:

Quality Manager signature		Date	
Approved? (Select as appropriate)			
Yes, as requested	No, but alternative reasonable adjustment approved	No reasonable adjustment permitted	
Alternative approved/Reason for refusal/Further action/Comments			