

PeopleCert Business and IT examinations Reasonable Adjustments in PeopleCert Exams Request Form

Please submit your completed form to customerservice@peoplecert.org **no later than 30 days** before the first exam where you are requesting a reasonable adjustment.

Details			
Accredited Training Organisation (ATO) Name		ATO ID number	
Candidate Name		PeopleCert Candidate ID number	
Qualification title(s) for the exam(s) you will be taking			
What reasonable adjustment(s) are you requesting??			

Please provide details of any supporting evidence that you are submitting, e.g.:

- Your training organisation's assessment of your needs;
- Examples of the provision made for you by your training organisation;
- Examples of arrangements you have had approved for previous exams;
- Any medical certificates you have;
- An educational psychologist, psychological or other professional assessment report.

Declaration:			
I confirm that the information I have provided on this form is accurate.			
Submission Date		Candidate signature	

We aim to respond to all requests **within 48 hours** of receipt. If we are unable to respond within this timeframe for a legitimate reason, we will provide you with an estimated response date.

Notes on the completion of the Reasonable Adjustment Request Form

We have designed this form to ensure it is easy to understand and complete. Please read the steps below for additional guidance on completing the form.

- In the box – “What reasonable adjustment(s) are you requesting?”, please state precisely the nature of the disability or indisposition and its effects in relation to the assessment (e.g., cerebral palsy affecting movement of hands).
- Please specify any information/evidence enclosed with the reasonable adjustment request which will assist us with understanding your request.