

# Application for Reasonable Adjustment



Return to:

**LAMDA Examinations**  
**155 Talgarth Road**  
**London**  
**W14 9DA**

Private Centre Code :  
 Or Public Centre Name :

Full Name of person  
 submitting application

Unique Learner Number: (if known)	LAMDA Candidate Pin No:	Candidate Full Name	Date Of Birth	Gender M/F
<b>Reason for Application and additional information</b>			Permanent Condition ?	
			Temporary Condition ?	
<b>DECLARATION - do not submit this form to LAMDA without signing and dating below</b> I agree to abide by the regulations published in the current LAMDA Examination Syllabus				
<b>Signed</b>			<b>Date</b>	

### Remember to enclose supporting documentation

- Visual Impairment
must be supported by a qualified optometrist declaration or medical practitioner report. (for Braille documents application must be made 8 weeks before examination session)
- Medical or Physical Disabilities
must be supported by a medical practitioner report
- Psychological, Neurological, Dyslexia, Dyspraxia, Learning Difficulties etc
must be supported by a learning statement from a fully qualified and chartered educational psychologist or qualified specialist teacher

For LAMDA Examinations Department use:

Reasonable Adjustment Applied and for which subject allowed				
Received On	Authorised By	Entered on Database	Date Outcome Notified to Centre / Candidate	Database Reference Number

# **LAMDA Examinations Reasonable Adjustments Policy**



LAMDA offers open access to all examinations, irrespective of ethnicity, nationality, gender, religion, sexual orientation, disability, creed or marital status.

LAMDA will comply with the terms of all relevant UK legislation, including the Disability Discrimination Act with regard to access arrangements and reasonable adjustments to the examination process.

Adjustments to the examination requirements must be agreed before an examination to enable candidates who might not otherwise be able to do so to demonstrate their attainment or competence.

Candidates, Teachers and/or Centres on behalf of candidates with particular needs may apply for reasonable adjustments to be made to examination requirements by marking the candidate entry form and submitting the entry with an 'Application for Reasonable Adjustment Form'.

Examination Entry forms provide space for teachers and/or candidates to bring to LAMDA's attention any special circumstances or needs which the candidate wishes to be brought to the examiner's attention. The candidate will still be examined against standard criteria. The examination procedure or the environment may be adjusted to accommodate the specified circumstances.

In granting reasonable adjustments to the examination, cases will be judged on an individual basis.

Adjustments to the examination must not give the candidate an unfair advantage over other candidates.

Adjustments to the examination must not compromise the integrity of the examination or reduce its reliability or validity.

Candidates, Teachers and/or Centres on behalf of candidates may contact LAMDA Examinations directly if they wish to discuss specific reasonable adjustments for their candidates, prior to submitting the entry and application form.

Candidates requiring access to a Braille text for examinations that require a sight-reading should submit their 'Application for Reasonable Adjustment' 8 weeks before the examination session to allow for a Braille document to be produced.

All public examination centres have wheelchair access.