



Bespoke Consultancy and Education Ltd (BCE) **Reasonable Adjustment Form**

Refer to the Access to Assessment Policy for guidance about when a reasonable adjustment can be made. Use this form to record the details of a reasonable adjustment that should be or has been made for a Learner.

Learner Details

Full Name
Date of Birth
ULN

Awarding Organisation Details

Awarding Organisation
Centre number
Request made by
(Centre staff name)

Qualification

Name
Start Date
Assessment Details e.g.
practical, theory
Assessment date
Reason for reasonable
adjustment/summary of
circumstances

Details of reasonable
adjustment made

Further
detail/supporting
evidence

Declaration

I confirm that the information provided is true and accurate

Name
Print and Sign
Position in Centre (eg
Responsible Person)
Date

