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Reasonable Adjustments Request Form

All applications for reasonable adjustments must be submitted a minimum of 10 working days prior to the exam or End Point Assessment (EPA) Gateway submission date. Requests for Higher Education Qualifications must be submitted 4 weeks prior to the exam date.

If you are taking an online exam via Pearson VUE or our remote proctored service, you must submit your completed form before booking your exam sitting. For Pearson Vue you will need to register before requesting reasonable adjustments. Once approved you will be provided details on how to proceed to book your exam.

For End Point Assessment reasonable adjustments, please ensure the RA has been approved on ACE360 prior to the gateway being submitted to BCS.

Failure to submit your request within the minimum time stated above will result in your request being rejected.

Assessment title/EPA Standard	
Name	
Email address	
Membership Number/ACEID	
Contact phone number	
Preferred method of communication	
Assessment to be sat via:	☐ Pearson VUE
	☐ Remote proctored through a training provider or ☐ self study
	☐ In a classroom environment
EPA Assessment Method(s):	

What is the nature of your disability? (tick or complete as appropriate)

- ☐ Cognitive needs e.g. Dyslexia
- ☐ Behavioural, emotional or social needs
- ☐ Motor difficulties e.g. hand-eye co-ordination
- ☐ Neurodiversity
- ☐ Long term or progressive condition
- ☐ Visual
- ☐ Sensory
- ☐ Physical e.g. cerebral palsy
- ☐ Recurring or fluctuating problem
- ☐ Other needs (please specify in details section

What reasonable adjustments do you require? (tick and provide details below)

- ☐ Reader / Scribe
- ☐ BSL / English interpreter
- ☐ Rest period / Comfort break
- ☐ Own software
- ☐ Extra time
- ☐ Larger font
- ☐ Coloured paper (pink/blue/green/yellow)
- ☐ Lip speaker
- ☐ Own hardware
- ☐ Other

Please provide further details of requirement:

Extra time required for the disability

The standard time extension for BCS examinations is 25% upon submission of a suitable medical certificate confirming your disability. Up to 100% extra time may be allocated dependent on your particular needs. Your Health Professional must make a recommendation for how much time is required if more than 25% is requested.

Requested additional time in minutes:	

Please describe the evidence that supports your request and return a copy with this form:

☐ Tick the box to confirm that relevant evidence has been attached

☐ I confirm that the information on this form is true and accurate

☐ I give BCS consent to process the information I have provided for the purposes of considering a reasonable adjustment to my exam arrangements

☐ I have read and understood the BCS Privacy Notice

Signature:	
Date:	

For HEQ qualifications, please submit this form to exams@bcs.uk

For Professional Certifications and Apprenticeship Knowledge Modules/Units, please submit this form to eprofessional@bcs.uk

For EPA Standards, please submit this form to epateam@bcs.uk and request the RA through ACE360. DO NOT attach any documents to the apprentices' record in ACE360 as the supporting documentation of this process will be deleted once the RA is approved.

If you require any assistance with completing this form, then the Customer Service Team would be happy to help. Please call us on + 44 (0) 1793 417 417 during our office hours 08:30 – 17:15 GMT.