



# Application for Special Consideration for Vocational Qualifications 2019/20.

Before completing this form please refer to the RSL VQ Reasonable Adjustments and Special Considerations Policy to be found at [www.rslawards.com/about-us/policies-regulations](http://www.rslawards.com/about-us/policies-regulations)

Please submit a separate form for each learner unless the circumstances relate to major disruptions relating to buildings and facilities.

Please submit this form, along with supporting documentation for the request, to **vocational@rslawards.com**. If the application is related to the Controlled External Assessment, this should be submitted no later than 10 working days prior to the deadline of Controlled External Assessment submission.

Please allow **10 working days** for decisions on requests for Special Consideration

Please note that requests for Special Consideration cannot be considered:

- In the absence of relevant supporting documents.
- After the submission deadline for the controlled external assessment.

<b>Centre Name</b>	
<b>Learner Name</b>	
<b>Qualification Title</b>	
<b>External/Internal Unit</b>	
<b>Unit Title</b>	



## Reason for Special Consideration (highlight as appropriate)

Performance during the assessment window is being/has been affected by circumstances beyond the learner's control i.e. illness or injury.

Failure of equipment during the assessment

Learner's work has been lost during the assessment window\*

Major disruptions caused by building work or lack of facilities

Deadline to grading deadline needed

Other (please give details)

**Please summarise the circumstances that are affecting or affected the performance of the learner.**



Please provide detail of what special consideration you feel is appropriate for the learner i.e. two weeks extra time. If this information is not provided, there may be a delay to your application while we request this information from you.

Where an extension to the controlled external assessment submission date is requested, please note that the latest date for this is **7th May 2020**.

If the learner needs an extension beyond this there are two options:

1. To transfer the learner to the non-performance qualification.
2. To defer the Controlled External Assessment to the next academic year.



\*The loss of learner's work is likely to lead to an investigation into centre maladministration.

Special consideration cannot be considered for:

- Requests received after the published submission date.
- Illness or other issues during the course that did not manifest themselves during the assessment window.
- Bereavement occurring more than 6 months before the start of the assessment, unless there are ongoing implications such as an inquest or court case.
- The failure of the centre to prepare candidates for whatever reason.
- Requests for marks to be adjusted due to illness or injury affecting performance that has been submitted for assessment.

Submitted By	
Name	
Job Title	
Signature	
Date	