

## 1. Introduction

The purpose of this form is to enable a learner to apply for a special consideration for a temporary condition or unplanned event which has a substantial impact on their learning or assessment.

Please note, applications<sup>1</sup> are audited by awarding organisations and regulated by Ofqual. This means that we are required to follow national guidance when responding to applications for special considerations.

Please ensure you read our Reasonable Adjustments and Special Considerations Policy, a copy of which is available on our website and User Portal.

**Note<sup>1</sup>:** Learners and organisations often assume that Xact can grant special considerations when learners state they require them. Special considerations can only be granted based on verifiable evidence from an appropriate source. To grant a special consideration without evidence would entail sanctions by the awarding organisation and appeals from other learners who did not receive the same consideration.

## 2. Application Notes

- a) Special Consideration applications must be submitted by individual concerned as soon as circumstances are identified. They cannot be submitted by a third party on someone else's behalf.
- b) Applications are not considered unless supported by verifiable evidence that confirms the nature of the temporary condition or unplanned event that requires a special consideration.
- c) Applicant may be contacted to discuss how they can be supported during learning and assessment and where appropriate agree an individual support programme
- d) Email completed form and supporting evidence to: [learner-requests@xact.org.uk](mailto:learner-requests@xact.org.uk)
- e) Applicants will receive an acknowledgement within three working days.

## 3. Applicant Information

Full Name			
Organisation			
Email		Telephone	
Address			

## 4. Courses and qualification

Please confirm which courses and/or qualifications applies to this application.

--

**5.1 Summary of temporary condition or unplanned event which has a substantial impact to learning or assessment**

**5.2 Evidence supporting substantial impact to learning or assessment**

Please note that applications are not considered unless supported by verifiable evidence that confirms the nature of the temporary condition or unplanned event that requires a special consideration.

Please ensure that any documentation is signed and dated, and that originator can be identified. Please also provide contact details in case we require clarification.

Please list documents provided.

**6. Declaration**

I confirm that by completing and submitting this form, I give consent to the processing of this data<sup>1</sup>. I have read and understand Xact's Reasonable Adjustment and Special Considerations Policy and I have supplied accurate information which to the best of my knowledge and understanding is correct.

**Note**<sup>1</sup>: All data is processed in compliance with the Data Protection Act 2018 and GDPR.

Name		Date	
------	--	------	--