**Note**: Not all access arrangements require the centre to apply to ASDAN. For example, a scribe may be required where a candidate is unable to produce legible evidence; although there is no requirement to apply for permission to use a scribe, the centre must annotate the candidate’s portfolio accordingly, so that the External Moderator is aware that the work has been verified as the candidate’s own work. Other access arrangements for portfolio-based qualifications that a centre is able to grant without prior permission from ASDAN include the use of IT, a prompter or reader and enlarged format recording documents. Centres need to notify ASDAN prior to moderation of any access arrangements permitted and this must be made clear in the candidate’s portfolio at the front of the file.

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| **Reasonable Adjustments:** Please complete Sections 1, 2 and 4  **Notification of access arrangements:** Please complete Sections 1, 3 and 4 |

Please complete a separate form for each candidate and send a completed copy to [compliance@asdan.org.uk](mailto:compliance@asdan.org.uk) no later than 10 working days before the relevant moderation date.­

**Section 1**

|  |  |
| --- | --- |
| Centre name | Centre number |
| Candidate name | Candidate number |
| Assessment date/session | Qualification title and level |
| Unit name and level | |

|  |
| --- |
| Reason for application: |

**Section 2**

|  |
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| Reasonable adjustments required (please be specific): |

**Evidence in support of the application**

This may include:

* The centre’s assessments of the candidate’s needs
* History of provision within the centre
* Medical certificate
* Psychological or other professional assessment report

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| Please provide details of supporting evidence: |

**Section 3 – Notification of access requirements**

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| Please provide details of access facilities/instruments/activities used (where applicable): |

**Section 4**

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| **Declaration**  I confirm that:   * The information provided is accurate; * The centre will be able to provide the arrangements requested; * The reasonable adjustments will be implemented in accordance with the guidance given by the awarding organisation or * The access arrangements used did not replace the candidates own work and the authenticity of the evidence was not compromised. |
| Name: |
| Signature: |
| Position in centre: |
| Date: |