Special Consideration Request Form

Assessment results are normally issued after 5 working days and requests for Special Consideration will not normally be accepted after results are issued. Therefore, requests for Special Consideration should be made no later than 4 working days following the completion of the assessment.

To make a request for a special consideration please complete this form and email it to [support@dsw.uk.net](mailto:support@dsw.uk.net)

DSW’s Reasonable Adjustment and Special Considerations policy can be found here:

<https://www.dswconsulting.co.uk/our-policies>

DSW will aim to review and provide an outcome to a formal request for Reasonable Adjustment or Special Consideration within 5 working days of receiving a completed form. Where this turnaround is not possible DSW will provide a proposed timescale within 2 working days of receiving a completed form.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice Details | | | |
| Apprentice Name | <TYPE HERE> | ULN | <TYPE HERE> |
| Apprenticeship Training Provider | | <TYPE HERE> | |

|  |  |
| --- | --- |
| Apprenticeship Details | |
| Apprenticeship Standard | <TYPE HERE> |
| Apprenticeship Level | <TYPE HERE> |
| Apprenticeship Training Provider | <TYPE HERE> |

|  |  |
| --- | --- |
| Assessment Details | |
| Assessment Method | <TYPE HERE> |
| Date of Assessment | <TYPE HERE> |

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| --- |
| Adverse Circumstances Affecting Performance in Assessment |
| Please summarise below the adverse circumstances affecting performance in the assessment. |
| <TYPE HERE> |
| Please attach any supporting medical evidence below |
|  |