Special Considerations 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.

DSW will aim to review and provide an outcome to a formal request for a special consideration within 5 working days of receiving a completed form. When this turnaround time is not possible DSW will provide a proposed timescale within 2 working days of receiving a completed form.

To make a request for a special consideration please complete this form and email to info@dswapprenticeships.co.uk

DSW’s reasonable adjustment policy can be found here:

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

# Apprentice Details

|  |  |
| --- | --- |
| Apprentice Name |  |
| ULN |  |
| Apprenticeship Training Provider |  |

# Apprenticeship Details

|  |  |
| --- | --- |
| Apprenticeship Standard |  |
| Apprenticeship Level |  |
| Apprenticeship Training Provider |  |

# Assessment Details

|  |  |
| --- | --- |
| Assessment Method |  |
| Date of Assessment |  |

# Adverse Circumstances Affecting Performance in Assessment

|  |
| --- |
| Please summarise below the adverse circumstances affecting performance in the assessment and include any supporting medical evidence |
|  |