



APPLICATION FOR SPECIAL CONSIDERATION

For candidates unable to sit the external assessment on the scheduled date

Application and eligibility criteria

1. Candidates who are registered to undertake an **external assessment** on a particular date, but who are unable to do so because of a temporary illness, injury or indisposition, are eligible for **special consideration**.

2. CPCAB will invite such candidates to sit the external assessment at the next available opportunity at no additional charge.

N.B. External assessment decisions are valid for one year from the date of sitting the external assessment. Candidates must have been assessed as competent in all other course requirements by the end of this period to be eligible for certification.

3. Eligibility conditions include:
 - (a) sudden on-set of an illness, injury or disability (*for which a doctor/hospital note must be provided*).
 - (b) hospital admission (*for which a doctor/hospital note must be provided*).
 - (c) loss of material as a result of fire, flood or theft (*in the latter case a police crime number must be provided*).
 - (d) bereavement of a close friend or family member.
 - (e) other circumstances beyond the candidate's control (e.g. severe weather).

4. The candidate's **tutor** (or else the centre co-ordinator) must complete the form overleaf and send it to CPCAB, **together with** (if relevant, depending on the particular circumstances involved) one of the written items italicised in 3a – 3c above.

5. In the event that CPCAB declines the application for Special Considerations, centres are entitled to appeal the decision according to the procedures set out in the Enquiries and Appeals policy.

To apply for special consideration for a CPCAB candidate undertaking external assessment, please complete the application form overleaf.

Guidance table for the notification and application of reasonable adjustments

A = Reasonable adjustment permitted by the centre. Centre to complete the notification form CR3a and forward to CPCAB at the earliest opportunity.

B = Reasonable adjustment requiring prior agreement by CPCAB. Centre to complete application form CR3, which must be received by CPCAB eight weeks prior to the external assessment date.

Reasonable adjustment	Assessments NOT under exam conditions i.e. self/case review	Assessments taken under exam conditions	Notes
Extra time up to 25%	Not applicable	A	
Extra time exceeding 25%	Not applicable	B	Please complete CR3
Supervised rest breaks	Not applicable	A	
Change in the organisation of assessment room	Not applicable	A	For CSK-L2 and CST-L3 the invigilator must ensure all candidates can see and hear the DVD
Separate accommodation within the centre	Not applicable	A	
Taking the assessment at an alternative venue	Not applicable	A	
Use of coloured overlays, low vision aids, tinted spectacles, CCTV, OCR scanners and amplification equipment	A	A	
Use of assistive software	A	A	
Use of bilingual and bilingual translation dictionaries	A	A	
Assessment material in enlarged format	A	A	
Assessment material in braille	B	B	Liaise with EA Administrator. Complete CR3. (There is a charge of £15 for this service)
Language modified assessment material	B	B	Please complete CR3
Assessment material in BSL	Not Available	Not Available	

Assessment material on coloured paper	A	A	
Assessment paper in audio format	Not Available	Not Available	
Use of ICT	A	A	
Responses on audio cassette	B	B	Liaise with EA Administrator. Complete CR3.
Responses in BSL	Not Available	Not Available	Must be in written format
Responses in braille	Not Available	Not Available	Must be in written format
Reader	A	B	Please complete CR3
Scribe	A	B	Please complete CR3
BSL/English interpreter	A	A	
Prompter	A	A	
Practical assistant	A	A	
Transcriber	A	A	