

# LAMDA

## Exams

# How to Make a Reasonable Adjustment Application

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# Reasonable Adjustment (RA) Definition

**Reasonable Adjustments** are defined by Ofqual as ‘an adjustment made to an assessment for a qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification.’

The LAMDA Reasonable Adjustments and Special Considerations Policy is available here: [Reasonable Adjustments](#)

# Reasonable Adjustments (RAs)

Some Learners who have special educational needs (SEN) may require adjustments to be applied to make the examination fair and accessible.

Any adjustments applied are designed to level the playing field for Learners with particular needs.

An RA can never change the Assessment Criteria (AC).  
To achieve a qualification, Learners must meet all ACs.

For example: If a request is made to allow use of a script in an assessment which has a 'memory' component, this would not be allowed as it would create an advantage.

# Making An Application

Applications should be made at least **6 weeks** prior to an examination.

If Braille resources are required, please allow 8 weeks.

The ideal approach is to start an RA application as early as possible.

For more guidance follow the next steps.

# Making An Application – Step 1

## Step 1:

To work with a Learner to decide on what their particular needs are in relation to the specific LAMDA examination they are taking. Consider:

- What are the challenges faced by the Learner and how does it affect their ability to take a fair examination?  
Include consideration of:
  - Speech, Language and Processing
  - Physical and movement impairments
  - Sensory impairments – e.g. Hearing or Sight
  - Behaviours – Fidgeting, stimming, tics
- What would the Examiner need to know to ensure the Learner's experience of the exam room is positive?
- What would facilitate a calm and stress-free environment for the Learner?
- What are the Learners wishes in relation to the particular examination?
- Prepare all the information to include in the RA and collate the relevant supporting evidence.

The LAMDA team including our trained team who look at reasonable adjustment applications and Examiners do not and cannot know the individual Learners. We rely on information from Teachers and Centre Coordinators in the application to be able to apply the appropriate things for each individual.

The LAMDA team can only use supporting information to verify information that is given in the application. They cannot pull information out of a report and make decisions on the Learners behalf.

# Making An Application – Step 2

## Step 2: Start the application

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### Reasonable Adjustment Application

Apply for a reasonable adjustment on behalf of a Learner by completing the application form below and submitting appropriate supporting documentation. For further information please refer to the LAMDA Reasonable Adjustments and Special Consideration policies on our website [lamda.ac.uk](https://lamda.ac.uk).

Learners who have already applied and been authorised a specific reasonable adjustment for the same circumstance by LAMDA do not need to submit a new Application for Reasonable Adjustments. Instead, you will need to use the Learner's pre-existing Learner ID when registering their examination.

To make a new reasonable adjustment request for a Learner you will need to complete this Reasonable Adjustment Application Form and submit it to LAMDA along with supporting documentation in the following timeframes:

- 8 weeks before the first date of the examination session when Braille documents are required, or
- 6 weeks before the first date of the examination session for all qualifications

LAMDA reserves the right to accept or reject any Application for Reasonable Adjustments received late.

[Begin Application](#)

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# Making An Application – Step 3

## Step 3: Tell us about the Learner and Applicant

Learner Details	Details of Person Completing This Form
Existing Learner ID (If Known) <input type="text"/>	Firstname <input type="text"/>
<input type="checkbox"/> I am an existing learner?	Surname <input type="text"/>
Centre Code (If Known) <input type="text"/>	Address line 1 <input type="text"/>
Exam date (if known) <input type="text"/>	Address line 2 <input type="text"/>
Firstname <input type="text"/>	Town <input type="text"/>
Surname <input type="text"/>	City <input type="text"/>
Date of birth <input type="text"/>	Postcode <input type="text"/>
Gender <input type="text"/>	Country <input type="text"/>
Ethnicity <input type="text"/>	Telephone <input type="text"/>
Postcode <input type="text"/>	E-mail <input type="text"/>
E-mail <input type="text"/>	<input type="button" value="Continue Application"/>



# Making An Application – Step 4

Step 4: Tell us about relevant conditions, impairments and associated challenges

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## Reasonable Adjustment Application

Please tick all the diagnoses/ difficulties which apply (additional information may be included in the comment box below).

- |   |   |
|---|---|
| <input type="checkbox"/> Anxiety Disorder or Difficulties                                     | <input type="checkbox"/> Epilepsy.  |
| <input type="checkbox"/> Asperger's Syndrome  | <input type="checkbox"/> Fragile X Syndrome.  |
| <input type="checkbox"/> Attention Deficit Hyperactivity Disorder (ADD/ADHD).                 | <input type="checkbox"/> Hearing Impairments.   |
| <input type="checkbox"/> Auditory Processing Difficulties                                     | <input type="checkbox"/> Neurofibromatosis (NF).  |
| <input type="checkbox"/> Autism Spectrum Disorder (ASD)                                       | <input type="checkbox"/> Oppositional Defiant Disorder (ODD).                               |
| <input type="checkbox"/> Behavioral Difficulties  | <input type="checkbox"/> Other (please specify below)                                       |
| <input type="checkbox"/> Bells Palsy.   | <input type="checkbox"/> Selective Mutism.  |
| <input type="checkbox"/> Cerebral Palsy and Hemiplegia.                                       | <input type="checkbox"/> Speech and Language Difficulties                                   |
| <input type="checkbox"/> Cleft Lip and Palate.  | <input type="checkbox"/> Stammer/Stutter.   |
| <input type="checkbox"/> Deficits in Attention, Motor Control and Perception (DAMP Syndrome). | <input type="checkbox"/> Tourettes Syndrome.  |
| <input type="checkbox"/> Diabetes   | <input type="checkbox"/> Visual Impairments (Included Meares Irlen Syndrome and Nystagmus). |
| <input type="checkbox"/> Down's Syndrome  |   |
| <input type="checkbox"/> Dyslexia.  |   |
| <input type="checkbox"/> Dyslexic Traits  |   |
| <input type="checkbox"/> Dyspraxia.   |   |

Please describe others here

Continue Application

Select all that are relevant

Please use the Free text cell to either explain other relevant challenges and to explain how the condition affects the particular individual (e.g. behaviours, physical challenges, anxieties)

Remember: The LAMDA team can only use supporting information to verify information that is given in the application. They cannot pull information out of a report and make decisions on the Learners behalf.



# Making An Application – Step 5

## Step 5: Tell us what adjustments would level the playing field

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Reasonable Adjustment Application

Select all that are relevant

Please tick all the reasonable adjustments being requested (additional information may be included in the comment box below).

- Examiner Awareness.
- Extra Time.
- Practical Assistance.
- Assessment material in large format/font.
- Assessment material in Braille.
- Assessment material on coloured paper.
- Other (specified below).
- Third person authorised to be present in the Examination room
- Questions and instructions to be repeated, re-worded and/or broken down into chunks

Please describe others here

Continue Application

Please use the Free text cell to either request adjustments that may not be listed, or to provide specific information to guide how the adjustment needs to be applied.

E.g. What colour does the paper need to be? Where does the extra time need to be applied/ what is it for (to allow answer formulation, to facilitate processing, to reduce anxiety)?

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# Making An Application – Step 6

## Step 6: Adding Supporting Evidence

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### Reasonable Adjustment Application

Please upload any supporting documentation

**Warning:** Your application will not be accepted if you do not submit any supporting documentation.

Appropriate supporting documentation MUST be submitted with the Application for Reasonable Adjustments.

Please upload and submit one (or more) of the following:

- a medical practitioner's report
- a written statement from a fully qualified and chartered educational psychologist
- a written statement from an individual who holds a special needs teacher qualification or a school SENCO/Specialist Teacher
- a Statement of Special Educational Needs
- an Education, Health, and Care Plan

All written statements must include the Learner's full legal name and confirm the diagnosis of the specific learning difficulty(ies) listed on the submitted Application for Reasonable Adjustment Form. They should also state the assessor's name and their relevant qualifications and/ or job role.

Choose File No file chosen

Files Awaiting Processing

File Name	Actions
No files to upload	

Continue Application

Supporting evidence is required to finalise an application.

If an application refers to Examiner Awareness only, a brief statement from you as the applicant is sufficient. If there are any adjustments requested, the evidence must allow verification of the needs and reasons for the adjustment requests

Remember: The LAMDA team can only use supporting information to verify information that is given in the application. They cannot pull information out of a report and make decisions on the Learners behalf.

# Review and Submit

## Remember:

Any adjustments applied are designed to level the playing field for Learners with particular needs.

An RA can never change the Assessment Criteria (AC).  
To achieve a qualification, Learners must meet all ACs.

Consider prior to submission:

- Is what is being asked for achieving the above?
- Is the Learner being advantaged/disadvantaged by the request?

# What Next?

All Reasonable Adjustment Applications are looked at by our Qualifications Team who are trained to review applications and ensure that adjustments are applied in a manner that provides the Learner with an equitable and fair opportunity to demonstrate their skills and knowledge.

Applications will be processed at least 2 weeks prior to the event date and should the team have any questions, they will contact you by email.

Upon completion of the process, the application will receive a letter detailing the adjustments to be applied.

## **Applicant actions:**

**Review the letter and if there are any omissions, issues, please contact us as [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk) including the Event or Session ID, Exam Date and 'RA application query' in the Subject Header**

**Store the RA Letter for future reference**

Once an adjustment has been authorised, this RA will be live for 10 years.

For security reasons, the Centre Coordinator will not be able to access the contents of the RA on Exam track. For this reason it is essential to store the Letter securely in your Centre records.

If Learner conditions change and this affects the Reasonable adjustments that are required, please submit a new application and note in the free cell that this is an update of an existing application for this Learner.