



Special Consideration Request Form

Introduction

Please ensure that you have read Interface's Reasonable Adjustment and Special Consideration Policy prior to completing this form. If you have any queries please contact Interface.

Please complete all boxes providing as much information as possible for this request to be given a fair review.

Title	
First Name(s)	
Surname	
Full Address	
Telephone	
Email	

Consideration Reason

Course Attending	
Date of Course	
Qualification Title	
Date of qualification assessment	
Name of Assessor	

Details/grounds for Special Consideration

Supporting Evidence and Documentation

Interface requires all documented evidence to be supplied with a request for a special consideration. Evidence may be in an official capacity, from a relevant professional, that confirms the details of the issue that requires special consideration. Please ensure that any documentation is signed and dated, and that the originator can be identified. Please also provide contact details in case Interface is required to contact the originator for clarification if there is any doubt regarding the suitability or amount of special consideration to be made.

Please list the documents provided

Incident Details

Please provide the following information.

Does this request relate directly to an incident where the assessment took place?	Yes/No
Was the assessor informed of this incident?	Yes/No
Detail of assessor's response:	

Declaration

Interface will process this data in accordance with the principles of the Data Protection Act (2018) and General Data Protection Regulations (2018).

I confirm that by completing and submitting this form I give consent to the processing and retention of this data and have read and understand the Interface's Reasonable Adjustment and Special Considerations Policy. I have supplied accurate information which to the best of my knowledge and understanding is correct.

I accept that Interface will process and store the information provided in an electronic format and I agree that it may be used for any purpose deemed relevant to this request and will be retained for as long as the information is required.

Name	
Signed	
Date	