

**APPLICATION FOR ACCESS
ARRANGEMENTS OR
REASONABLE ADJUSTMENTS
TO ASSESSMENT - Form AARA1**



**The National Examination
Board in Occupational
Safety and Health**

Dominus Way
Meridian Business Park
Leicester LE19 1QW

telephone 0116 263 4700
fax 0116 282 4000
www.nebosh.org.uk

**(by the course provider on behalf
of a candidate - excluding those
requiring a bi-lingual dictionary)**

Please complete in block capitals and black ink

Candidate name _____
name in full

Student
number

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Course provider name _____

Course
provider number

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Venue (if applicable) _____

Type of assessment for which adjustment is required (*tick all that apply*)

Unit _____

Examination: On demand Standard Date

Date of examination ___ / ___ / 20___

Practical assessment Assignment/project

Date of assessment ___ / ___ / 20___
month year

Reason for access arrangement/s or reasonable adjustment/s (with details of disability/difficulty and effect on performance)

<p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;"><i>if necessary, continue on a separate sheet (clearly marked with candidate name and number)</i></p>
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Access arrangement/s or reasonable adjustment/s needed by, and agreed with, the candidate
(with full details of what is required and how the adjustment will be made)

<p>_____</p> <p>_____</p> <p style="text-align: right;"><i>if necessary, continue on a separate sheet (clearly marked with candidate name and number)</i></p>

List of supporting evidence that accompanies this form (medical report, educational needs assessment, etc)

<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p style="text-align: right;"><i>if necessary, continue on a separate sheet (clearly marked with candidate name and number)</i></p>
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Declaration

NEBOSH will process this data in accordance with the principles of the General Data Protection Regulation. NEBOSH requires your express consent to process your sensitive personal data and your consent to process your personal data. Please sign the below to provide this consent, any request received without a signed declaration cannot be processed.

I certify that:

- the details above and within supporting documents are, to the best of my knowledge and belief, complete and accurate
- the course provider is, where necessary, able to provide the arrangements for the requested adjustment/s and will not exceed any approved allowances
- I have read the NEBOSH 'Policy and Procedures for Access Arrangements, Reasonable Adjustments and Special Considerations' and understand it
- I am duly authorised by the candidate named above to make this application on their behalf and to give consent to the processing of this data and by my Head of course provider to make this application.

Signed _____ Date ___ / ___ / 20___

Name _____
please print

Position _____
eg Examinations Officer, Lead Tutor

Form AARA1 - Notes

1. Access arrangements and reasonable adjustments are intended to ensure that there are no unnecessary barriers to assessment – ie that candidates with particular assessment needs can effectively demonstrate their attainment in the assessments. The nature of the adjustment will be determined according to the assessment needs of the individual candidate.
2. Access arrangements and reasonable adjustments must not undermine the integrity of the assessment outcome. An adjustment must neither invalidate the assessment criteria nor give or appear to give, a candidate an unfair advantage over other candidates.
3. Access arrangements and reasonable adjustments must be approved by NEBOSH before the particular assessment, except when a type of adjustment is specifically stated to be at the course provider's discretion.
4. Each application for access arrangements or reasonable adjustments must be made by the course provider using the 'application for access arrangements or reasonable adjustment to assessment' form overleaf and certified by an authorised member of that course provider's staff.
5. Applications should be emailed to Info@nebosh.org.uk or sent by fax to 00 44 116 282 4000.
6. All applications must be supported by appropriate medical, psychological or other evidence. Candidates with specific learning difficulties, for instance, will require a report from an educational psychologist or other suitably qualified person. In cases where it might be expected that there could be changes in the way the candidate is affected by the difficulty, evidence of assessments or consultations carried out by an independent expert within the preceding two years should be provided. Where a condition is of a temporary nature, current evidence should be provided. **Applications submitted without supporting evidence will not be accepted and will be returned to the course provider. No personal information should be sent to NEBOSH without the written consent of the candidate.**
7. The completed 'access arrangements or reasonable adjustments' form, together with all the supporting evidence, must be received by NEBOSH as early as possible but **no later than one calendar month prior to the date of the assessment** for standard date examinations or **by registration closing date** for 'on demand' Certificate examinations. Applications received later than these timescales will be accepted at NEBOSH's sole discretion.
8. Formal acknowledgement will be sent by NEBOSH to the course provider (with a copy to the candidate for individual adjustments) at least one week before the examination date where the application has been made as number 6 above.
9. Where the requested access arrangement or reasonable adjustment requires action by the course provider, full details must be given of the arrangements that will be made, together with confirmation that the course provider is able to make the adjustment if it is approved.
10. Where the access arrangement or reasonable adjustment requires action by NEBOSH, please ensure sufficient information is provided to enable NEBOSH to make a decision regarding the appropriate adjustments. The course provider is responsible for implementing all access arrangements and reasonable adjustments granted by NEBOSH.
11. An approval for access arrangement or reasonable adjustment shall apply to all written assessments at that sitting. If the candidate takes or re-takes one or more assessment units at a later sitting, then a new application will be required, together with supporting evidence
12. When the assessment is to take place at one of the standard examination sittings (eg March, June, September and December for the National General Certificate; January and July for the National Diploma), then the application should simply show the relevant month and year. For candidates sitting 'on demand' examinations, the actual date of the examination should be given, even when the application applies to the practical assessment element.
13. Failure to comply with the arrangements agreed by NEBOSH may lead to a candidate's result being withheld.

14. Guidance for candidates and course provider staff considering the need to make an application for reasonable adjustments is contained within the document '*NEBOSH Policy and Procedures on Access Arrangements, Reasonable Adjustments and Special Consideration*', which can be accessed online from the NEBOSH website, www.nebosh.org.uk.