

**APPLICATION FOR
BI-LINGUAL DICTIONARY
ADJUSTMENT FOR DIPLOMA
QUALIFICATIONS - Form RA2**



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

Dominus Way
Meridian Business Park
Leicester LE19 1QW

telephone 0116 263 4700
fax 0116 289 6579
www.nebosh.org.uk

**(by the course provider on behalf
of UK/Overseas candidates -
whose first language is not English)**

Please complete in block capitals and black ink

SECTION A – CANDIDATE DETAILS

Student number

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Candidate name _____
name in full (please list multiple candidates in Section B)

Course provider name _____ Course provider number

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Venue (if applicable) _____

Qualification title _____ **(Diploma qualifications only)**

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

Examination Date of examination ____ / ____ / 20

Assignment/project Date of assessment _____ 20
month year

Reason for reasonable adjustment/s

Candidate's first language is not English	Candidate's nationality:
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Reasonable adjustment/s needed

Bi-lingual (non-technical) translation dictionary Up to 25% extra time to compensate for the use of the dictionary

*Please tick where applicable**

UK candidates - we have verified and confirm that the candidate has been resident in the UK for less than two years

Overseas candidates - we have verified and confirm that the candidate's first language is not English

We confirm the candidate's usual working practice is to use a translation dictionary and that extra time will be required

We confirm that we are able to make the above adjustments and they are acceptable to the candidate

** Please note if all of the statements are not confirmed we are unable to grant the reasonable adjustments requested*

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

Form RA2 - Notes

1. 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. 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. 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 reasonable adjustments must be made by the course provider using the 'application for 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 evidence. **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 '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 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 requested 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 reasonable adjustments granted by NEBOSH.
11. An approval for 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 reasonable adjustments and special consideration*", which can be accessed online from the NEBOSH website, www.nebosh.org.uk. This document is based on material in the Federation of Awarding Bodies' publication "*Good practice guide: the application of reasonable adjustments and special consideration in*

vocational qualifications” (2005) and the Joint Council for Qualifications’ *“Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations”* (2007-2008).