**Reasonable Adjustment Tracking Document**

Centres must use this form to record reasonable adjustments applied. All reasonable adjustment must be applied in line with JCQ Access Arrangements and Reasonable Adjustments Policy. A copy must be retained by the centre and made available to NCFE on request. This document applies to **internal assessment only**. Where required, you must retain copies of medical evidence and/or centre statement to confirm the existence of a medical condition.

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| **Centre name:** |  |
| **Qualification name:** |  |
| **Qualification number:** |  |

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| **Learner name** | **Reasonable adjustment** | **Component/units to which adjustment applies** |
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Declaration:

1. This form contains accurate details of the reasonable adjustments applied.
2. The adjustments will not compromise assessment validity or reliability, affect the outcome of the assessment or give the learner an unfair assessment advantage when compared with other learners undertaking the assessments.
3. The reasonable adjustments made are in line with published regulations.
4. The learners’ knowledge, skills and understanding will be appropriately assessed, and the learner will be able to demonstrate the assessment criteria required by the specification following the application of the reasonable adjustment.

Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_