O PeopleCert

PeopleCert Business and IT examinations
Reasonable Adjustments in PeopleCert Exams
Request Form

Please submit your request to customerservice@peoplecert.org **no later than 10 business days** before the first exam where you are requesting a reasonable adjustment.

The completion of this form is not required for additional time up to 25% of the total examination time, for a reader or a scribe. These requests may be submitted on email with any evidence **no later than 5 business days** before the exam.

Details			
Accredited Training Organisation (ATO) Name		**ATO ID number**	
Candidate Name		**PeopleCert Candidate ID number**	
Qualification title(s) for the exam(s) you will be taking			
What reasonable adjustment(s) are you requesting?			

Please provide details of any supporting evidence that you are submitting, e.g.:

- Any medical certificates you have;
- An educational psychologist, psychological or other professional assessment report;
- Examples of any provision made for you in class by your training organisation;
- Examples of arrangements you have had approved for previous exams.

Declaration:			
I confirm that the information I have provided on this form is accurate.			
Submission Date		**Candidate signature**	

We aim to respond to all requests **within 48 hours** of receipt. If we are unable to respond within this timeframe for a legitimate reason, we will provide you with an estimated response date.

Notes on the completion of the Reasonable Adjustment Request Form

We have designed this form to ensure it is easy to understand and complete. Please read the steps below for additional guidance on completing the form.

- In the box – "What reasonable adjustment(s) are you requesting?", please state precisely the nature of the disability or indisposition and its effects in relation to the assessment (e.g., cerebral palsy affecting movement of hands).

- Please specify any information/evidence enclosed with the reasonable adjustment request which will assist us with understanding your request.