

In2assessments

Special Considerations form

In2assessments has a process in place which allows you to apply for special consideration if you feel that your exam performance was adversely affected by mitigating circumstances shortly before or on the day of your exam. This form needs to be submitted within 5 working days of the EPA date, After the publication of results late applications will only be accepted in the most exceptional circumstances.

Date	
Apprentice name	
Apprentice email address	
Apprenticeship Standard	
EPA date	
Employer name	
Employer email address	
Workplace address	
Training Provider	

End Point Assessment for component for which the application is made:		
Assessment methods	Did not sit assessment Y/N	Sat assessment but disadvantaged Tick if applicable
Observation:		
Knowledge Test:		
Professional Discussion:		
Presentation:		
Interview with Q&A:		
Other- please specify:		

Date the problem began:
Is the problem continuing (Yes/No):

In2assessments

Summarise the adverse circumstance affecting the EPA:

Do you have medical evidence:	
Have you attached medical evidence:	
Is the condition temporary or permanent?	

Personal circumstances

The nature of the circumstance

Time period/Date problem began

Explain how this has affected your exam performance

Adverse circumstances at your EPA location or online assessment

Detail of the circumstances, including how it affected your EPA performance:

Time period – When did the problem start and how long did it last?

Was it reported to the Invigilator YES / NO:

What advice action was taken by the invigilator/assessor?

Email to: contact@In2assessments.co.uk

Training Provider/Employer submitting application:

Name (print):	Date:
Signature:	

In2assessments

In2assessments Internal use:

Date received:
Reviewed by:
Decision or referral: <i>(if referred reviewer, date and timescale for decision)</i>
Outcome:
Apprentice, employer and training provider notified: