

End-point Assessment - Process for Special Considerations form

In2action-EPA 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.

Date	
Apprentice name	
Apprentice email address	
Apprentice programme	
Anticipated EPA event date	
Employer name	
Employer email address	
Workplace address	

Describe the specific problem and when it started:

(Copy of evidence to be attached to this form)

Explain how the problem affected your exam performance

What action was taken by the Proctor/Invigilator/Test administrator/Assessor

Your medical condition

The nature of your condition:

Details of the medical or specialist advice sought

Did the condition/illness exist at the time of the exam under consideration here?

Is the condition temporary or permanent?

(Copy of evidence to be attached to this form)

Your mitigating personal circumstances

The nature of the circumstance

Time period/Date problem began

Explain how this has affected your exam performance

(Copy of evidence to be attached to this form)

Problem at your test centre/employer or during your online test

Detail of the problem, including how it affected your exam performance

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

Was it reported to the Invigilator YES / NO (Circle)

What advice action was taken by the invigilator/assessor?

Other

The nature of the circumstance

Time period/Date problem began

Explain how this has affected your exam performance