**Access Arrangements Form**

**Details of Individual**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Date of Birth** |  |
| **CIWM (WAMITAB) Number** |  |

**Select the activity specific test will you be taking?**

Contractor – Operative

Contractor - Supervisory

**For CIWM (WAMITAB) use only**

Approved

Partially Approved

Refused

**Is the reasonable adjustment for:**

A long-term problem

A short-term problem

**Notes:**

**Select an access arrangement:**

Reader

Scribe

Extra time

**Date: 10/12/2021**

**Signature:**

**Evidence**

Indicate disability under Equality Act 2010:

Indicate enclosed documents as supporting evidence:

**Guidance for Use**

**Evidence of Need**

The following evidence is required to justify a reasonable adjustment and make access arrangements:

* Diagnostic assessments of reading, comprehension, writing, spelling or cognitive processing.
* A letter from a consultant/ doctor.
* A supporting letter from a workplace manager/supervisor.

If full assessment for learner with learning difficulties is not available then a supporting letter from the workplace supervisor will be considered by CIWM (WAMITAB).

**Submission to CIWM (WAMITAB)**

Submit this form and accompanying evidence to [info.admin@ciwmquals.co.uk](mailto:info.admin@ciwmquals.co.uk). If CIWM (WAMITAB) approves your application, you will receive a confirmation email within 5 working days. You will then need to contact Pearson VUE 24 hours after approval [ciwmqualscustomerservices@pearson.com](mailto:ciwmqualscustomerservices@pearson.com), in order to schedule a test with an ‘accommodation’ at the test centre.