**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

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

**Submission to CIWM (WAMITAB)**

You must submit this form and accompanying evidence to the CIWM (WAMITAB) qualifications email address ([access@ciwm.co.uk](mailto:access@ciwm.co.uk)) **five working days** before the exam date to ensure that there is sufficient time to make a decision and put the access arrangements in place.

Decisions

A decision will be provided by CIWM (WAMITAB) prior to the assessment date.

**Access Arrangements Form**

**Learner Details**

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

**Select an access arrangement:**

Reader

Extra time up to 25%

Extra time over 25% (and up to 100%)

Scribe

Bilingual Dictionary

Other (please specify in the box below)

**Evidence**

Indicate disability under Equality Act 2010:

Indicate enclosed documents as supporting evidence:

Tick to confirm the adjustment is in line with the learner’s normal way of working.

Tick to confirm whether you are seeking access arrangements on behalf of another person.

**Notes:**

**For CIWM (WAMITAB) use only**

Approved

Partially Approved

Refused

By signing this, I am declaring that I have seen all evidence provided and this person is approved for access arrangements.

**Date:**

**Signature:**