

## Extra Time Request Form

- Please read the Reasonable Adjustments Policy prior to completing this form
- This form is to be completed if you are taking an examination because English is not your first language. Once approved, you will be entitled to an additional 25% extra time. For any other special arrangements please complete the Reasonable Adjustment form
- You must return this form at least 10 days before your examination
- If you are sitting an on-line examination, you must submit this form **prior** to booking your examination
- If testing with Pearson Vue you are required to register with Pearson Vue before applying for extra time or booking your exam

Name		
Email address		
Contact phone number		
Examination Title		
Exam Location	<input type="checkbox"/> BCS Exam	<input type="checkbox"/> Pearson VUE Testing Centre <input type="checkbox"/> Remote Proctored/Invigilated
What is your first language?		

- I confirm that the information provided on this form is true and accurate.
- I give BCS consent to process the information I have provided for the purposes of considering a reasonable adjustment to my exam arrangements.
- I have read and understood the BCS Privacy Notice .

Signature:	
Date:	

Forms should be returned to [customerservices@bcs.uk](mailto:customerservices@bcs.uk)

If you require any assistance with completing this form, then the Customer Service Team would be happy to help. Please call us on + 44 (0) 1793 417 417 during our office hours 08:30 – 17:15 GMT.