

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?		
<input type="checkbox"/> I confirm that the information provided on this form is true and accurate.		
Signature:		
Date:		

Forms should be returned to 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.

Data Protection Statement

We collect your personal data to ensure that your request for reasonable adjustments is processed in the appropriate way. We will store your data in our systems for a period of 1 year after the examination date.

Your personal data is fully protected in our system against any risk that can affect its confidentiality, integrity and availability. We do not use automated decision-making for processing your personal data.

The information on this form is only passed on based on a 'need to know' basis. This would normally include the BCS staff member who is dealing with your request and the invigilator who will be required to make adjustments as a result of your request. The invigilator will only be provided the minimum amount of information for them to conduct the extra time according to your requirements. The information completed here will not be shown on your certificate.

In accordance with the relevant data protection legislation, you have certain rights that you can exercise free of charge. You have the right to be informed about data processing, right of access to your data, right to rectification, right to erasure of your data ('right to be forgotten'), right to restriction of processing, right to data portability, right not to be subject to a decision based solely on automated processing including profiling, right to lodge a complaint with the supervisory authority, and the right to compensation and liability for damage suffered by improper handling of your personal data. You can find out more by going to the BCS website and reading the Data Privacy Notice – www.bcs.org.

By signing this form, you express your free consent to the processing of your personal data according to and within the data processing purposes stated in this privacy and consent notice.

You agree that you understand your rights to withdraw consent at any time, totally or partially, without affecting the lawfulness of processing based on your consent before its withdrawal.

You acknowledge that if you wish to partially withdraw your consent, you can do that by revisiting this privacy and consent notice to state your objections to processing your personal data.