



BCS  
 3 Newbridge Square  
 Swindon  
 Wiltshire  
 SN1 1BY

T +44 (0) 1793 417 417  
[www.bcs.org](http://www.bcs.org)

## Reasonable Adjustments Request Form

All applications for reasonable adjustments must be submitted a minimum of 10 working days prior to the exam or End Point Assessment (EPA) Gateway submission date. Requests for Higher Education Qualifications must be submitted 4 weeks prior to the exam date.

If you are taking an online exam via Pearson VUE or our remote proctored service, you must submit your completed form before booking your exam sitting. For Pearson Vue you will need to register before requesting reasonable adjustments. Once approved you will be provided details on how to proceed to book your exam.

For End Point Assessment reasonable adjustments, please ensure the RA has been approved on ACE360 prior to the gateway being submitted to BCS.

Failure to submit your request within the minimum time stated above will result in your request being rejected.

Examination title/EPA Standard	
Name	
Email address	
Membership Number/ACEID	
Contact phone number	
Preferred method of communication	
Exam to be sat with:	<input type="checkbox"/> Pearson VUE Testing centre
	<input type="checkbox"/> Remote location (remote proctored)
	<input type="checkbox"/> BCS Public exam
EPA Assessment Method(s):	

### What is the nature of your disability? (tick or complete as appropriate)

<input type="checkbox"/> Cognitive impairment e.g. Dyslexia	<input type="checkbox"/> Visual impairment
<input type="checkbox"/> Motor difficulties e.g. hand-eye co-ordination	<input type="checkbox"/> Physical impairment e.g. cerebral palsy
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Religious grounds
<input type="checkbox"/> Other (please specify in details section)	

### What reasonable adjustments do you require? (tick and provide details below)

<input type="checkbox"/> Reader / Scribe	<input type="checkbox"/> Larger font
<input type="checkbox"/> BSL / English interpreter	<input type="checkbox"/> Coloured paper (pink/blue/green/yellow)
<input type="checkbox"/> Rest period / Comfort break	<input type="checkbox"/> Lip speaker
<input type="checkbox"/> Own software	<input type="checkbox"/> Own hardware
<input type="checkbox"/> Extra time	<input type="checkbox"/> Other

Please provide further details of requirement on the next page:

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### Extra time required for the disability

The standard time extension for BCS examinations is 25% upon submission of a suitable medical certificate confirming your disability. Up to 100% extra time may be allocated dependent on your particular needs. Your Health Professional must make a recommendation for how much time is required if more than 25% is requested.

Requested additional time in minutes:

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**Please indicate the form of evidence that supports your request and return a copy of the report with this form:**

- The original Health Professional report with specified allowance request clearly detailed
- A letter from another Awarding Body approving reasonable adjustments
- A written statement signed by an appropriate religious authority (only applicable on religious grounds)
- Other (please give details below)

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Tick the box to confirm that relevant evidence has been attached

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- I confirm that the information 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:

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**For HEQ qualifications, please submit this form to [exams@bcs.uk](mailto:exams@bcs.uk)**

**For Professional Certifications and Apprenticeship Knowledge Modules/Units, please submit this form to [eprofessional@bcs.uk](mailto:eprofessional@bcs.uk)**

**For EPA Standards, please submit this form to [epateam@bcs.uk](mailto:epateam@bcs.uk) and request the RA through ACE360. DO NOT attach any documents to the apprentices' record in ACE360 as the supporting documentation of this process will be deleted once the RA is approved.**

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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.

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