

Special Consideration Request form

Please complete all fields and submit the form to SELT@languagecert.org. Requests for special consideration should be submitted as soon as possible and no later than 5 days after the exam(s).

Details			
Candidate Name		Candidate URN	
Test Centre Name		Test Centre ID	
SELT Exam			
Date of SELT Exam			

Please explain the reasons for your application, including details of the illness, injury or event outside of your control that you feel has had an effect on your ability to take your exam, or demonstrate your level of attainment

Please provide details of any supporting evidence that you are submitting to support your application, for example:

- Medical evidence.
- A statement from the test centre administrator confirming the unforeseen events.

--

Declaration:

I confirm that the information provided is accurate to the best of my knowledge.

Submission Date		Candidate's Signature	
------------------------	--	------------------------------	--

Notes on the completion of the Special Consideration Form

LanguageCert has designed this form to ensure it is easy to understand and complete. Please read the steps below for additional guidance on completing the form.

- Please complete the application in as much detail as possible, recording any information that may help LanguageCert to fully understand the reasons for the application.
- In cases where medical/psychological evidence is required, please ensure that this is attached to the form when it is submitted to LanguageCert.
- Requests for special consideration may only be accepted after the results of assessment have been released in the following circumstances:
 - Application has been overlooked at the centre and the oversight is confirmed by the Centre Representative.
 - Medical evidence comes to light about a candidate's condition, which demonstrates that the candidate must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment.

Applicant should note that:

- Where an assessment requires the candidate to demonstrate practical competence or where criteria have to be met fully, or in the case of qualifications that confer a Licence to Practise, it may not be possible to apply special consideration.
- In some circumstances, for example for on-demand assessments, it may be more appropriate to offer the candidate an opportunity to take the assessment at a later date.

If the application for special consideration is successful, the candidate's performance will be reviewed in the light of available evidence. It should be noted that a successful application of special consideration will not necessarily change a candidate's result.

For additional information please refer to LanguageCert's SELT Reasonable Adjustment and Special Considerations Policy .