

## Example reasonable adjustment and accommodation request form for College of Policing national examinations

(To be completed by candidates and distributed by the force)

<b>Name:</b>
<b>Candidate number (if known):</b>
<b>Police force or agency:</b>
<b>Examination process and date:</b>
<b>National Insurance number*:</b>

\*National Insurance Number is required in order to match your application to your registration in AIMS and ensure you receive the RA or accommodation required for the exam.

**1. Will you require a reasonable adjustment/accommodation during the examination?**

For instance, you may require a reasonable adjustment such as extra time or an accommodation such as using a coloured overlay/acetate.

Yes

No

**2. Have you previously been granted reasonable adjustments or an accommodation for a College of Policing process?**

(Processes include initial police recruitment processes and examinations)

Yes

No

If Yes, please state the previous reasonable adjustments or accommodation you received and the date you received them

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**3. Your reason for requiring a reasonable adjustment or accommodation**

Provide details of any disabilities, neurodiversities or conditions. These details better enable us to support you

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**4. Please state the reasonable adjustments or accommodation you would like to be considered for the examination**

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**Candidate declaration**

I declare that the above information and any supporting information I have provided is accurate and complete to the best of my knowledge. I consent for this information to be shared and used with the College of Policing who will use it to process my application for reasonable adjustments or an accommodation.

I accept that the information will be stored on the secure College network and all associated documentation will be permanently deleted after 12 months of the examination process. I also acknowledge that a positive indication of my requirement for a reasonable adjustment by way of a 'Y/N tick box' may be stored on the College Assessment Information Management System (AIMS) and that this will be removed when my 'candidate identifiable information' is deleted. In line with the AIMS retention policy, this will be 3 years or 30 years respectively, depending on whether I am unsuccessful or successful in my chosen assessment process. I also understand that I may be required to provide additional supporting information from an appropriately qualified specialist to support my request and it is my responsibility to provide this to my force if required to do so.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	