



Supporting learning and performance

## Form PAR1 - Application for learners requiring reasonable adjustment

This form **must** be completed in full and submitted at least **four** weeks before the examination date

Applications for modified papers **must** be submitted at least **eight** weeks before the examination date

Where up to date evidence has previously been supplied for a learner we do not require copies for each additional request

Centre name:

Centre code:

The following learner/s requires reasonable adjustments and proof of disability is attached where applicable.

Learner number	Learner name	Examination code	Examination title and level	Examination date	Nature of disability	Reasonable adjustment required	Evidence submitted Y/N

Signed:

Date:

Name:

Position:

Contact email or telephone number:

Please return to the International Team either by email to [internationalenquiries@ediplc.com](mailto:internationalenquiries@ediplc.com) or by post before the date of examination.

A copy of this form (and PAR2/2a where applicable) should be attached to the learner's scripts with a copy of the approval from International Quality Assurance.

For on-screen exams PAR2/2a should be retained on file at centre.



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## Form PAR2 - Monitoring of reasonable adjustments

This form must be completed and attached to the learner's examination papers and sent back to EDI (for on-screen examinations a copy must be kept on file) to show what assistance has been provided.

Centre name:

Centre code:

Date of examination:

Learner name:

Learner number:

Please complete the appropriate box, giving details of the assistance you provided.

- Use of reader (tick box)
- Use of Scribe (tick box)

I confirm that I have not decoded or explained any specialist terms to the learner. Any unusual occurrences are detailed on the attached report.

Signed (approved Reader/Scribe)

- Use of OLM/Sign Language Interpreter (tick box)

I confirm that I have not given any assistance beyond the level permitted. Any unusual occurrences are detailed on the attached report.

Signed (approved OLM/SLI)

- Use of Practical Assistant (tick box)

I confirm that I have not performed any task for the learner for which marks are credited. Any unusual occurrences are detailed in the attached report.

Signed (approved Practical Assistant)

- Use of Transcript (tick box)

I confirm that I have faithfully copied the learner's work and not made any adjustments to spelling, punctuation, grammar etc

Signed (Transcriber)

Signed:  
(Quality Contact for Centre)

Date:

## Form PAR2a - Monitoring of reasonable adjustments

Report on assistance given by reader / scribe / oral language modifier / sign language interpreter / practical assistant

Centre name:

Centre code:

Date of examination:

Learner name:

Learner number:

Signed:

Date:

Position:

## Form PAR3 - Monitoring of reasonable adjustments

Use of Word Processing or Keyboards

Centre name:

Centre code:

Date of examination:

Learner name	Learner number

The learners listed above produced the attached scripts/answer books etc in accordance with the guidance on the use of word processors or keyboards for the examination.

Signed:

Date:

Position:

Please ensure that this cover sheet is firmly attached to the scripts or answer books.

## Form PAR4 - Application for exemption – JETSET

This form must be completed in full

Centre name:

Centre code:

Date of examination or examination:

Examination Title:

The following learner/s requires exemptions from part of the assessment and proof of disability is attached. Approval is sought to offer these as listed:

Learner number	Learner name	Nature of disability	Exemption required (please use the sub-component number for ESW)

Signed:

Date:

Name:

Position:

Contact email or telephone number:

Please return to the International Team either by email to [internationalenquiries@ediplc.com](mailto:internationalenquiries@ediplc.com) or by post before the date of assessment.

A copy of this form should be taken and attached to the learner's scripts with a copy of the approval from International Quality Assurance. For on-screen exams this should be retained on file at the centre.