You should complete and submit this form for each learner requesting special consideration with supporting evidence to [enquiries@aim-group.org.uk](mailto:enquiries@aim-group.org.uk) no more than 10 working days after the planned or actual assessment date.

We will consider your application and give you a decision within 5 working days. We will inform you if we are unable to reach a decision in this timescale. Please note if this form is not completed in full, it may delay the decision.

|  |  |
| --- | --- |
| Centre name |  |
| Learner name |  |
| Unique learner number |  |
| RAC run ID |  |
| Qualification registered on |  |
| Date and time of assessment special consideration applied for |  |
| Component special consideration applied for |  |

We will consider your application and give you a decision within **5 working days**. We will inform you if we will be unable to reach a decision in this timescale.

|  |
| --- |
| Provide details of circumstances affecting performance in assessment |
|  |

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| --- |
| Provide details of the suggested considerations |
|  |

**Declaration (to be completed by the head of centre)**

I confirm that the information provided above is accurate.

|  |  |
| --- | --- |
| Head of centre name |  |
| Signature |  |
| Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For use of AIM | | | | | |
| Application received: | | Application acknowledged: | | Date of panel: | |
| Application outcome: |  | | Further action required: | |  |