

# Reasonable Adjustments Application

This application should be used by candidates who wish to be assessed against the Reasonable Adjustments Policy. Candidates should submit the form **after** registering for the exam, but **prior to scheduling**. All applications must be accompanied by appropriate supporting documentation. Reasonable adjustments to assessment conditions are arranged at the discretion of the CFA Society of the UK. *Please allow 1 - 2 weeks for your request to be processed.*

Office use only:	
Approved (inits):	
Requested (inits):	

## Personal information: (\*essential)

Title: ..... Forenames\* ..... Surname\*.....

Address\*: .....

..... DOB\*: .....

Email\*: ..... Tel: .....

Candidate number (SIP) \*:..... Exam: .....

Please indicate how you will be sitting the exam: OnVUE online

Test centre

## Reason for application:

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## Reasonable adjustments requested (please be as specific as possible):

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## Facilitator:

If applicable, please provide details of the access facilitator required: .....

## Evidence in support of your application:

This may include: history of provision during previous education or assessment, medical certification, psychological or other professional assessment report.

Please provide details of your supporting evidence: .....

Date of supporting evidence: .....

## Declaration:

I can confirm that the information provided is accurate.

Signed: ..... Dated: .....

## Next steps:

Once your request has been assessed by the CFA Society of the UK, you will be contacted by email to let you know which arrangements can be made for you. The Society will set out how you must then schedule your exam with Pearson VUE.

Please direct any questions to [examsupport@cfauk.org](mailto:examsupport@cfauk.org)

**Return form to:** Email: [examsupport@cfauk.org](mailto:examsupport@cfauk.org)  
Post: CFA Society of the UK, 3rd Floor, 63-64 New Broad Street, EC2M 1JJ