

**PLEASE NOTE - Students in Years 10, 11 and 12:**

- You do NOT NEED to complete this form for EXAM BLOCKS. Disability provisions and adjustments are 'automatic' during examination blocks. This form is ONLY NEEDED if you want to use your disability provisions or adjustments for timed, written, in-class assessment tasks that the whole year group is doing in your particular subject.
- You do NOT NEED to use this form if you don't want to use your disability provisions or adjustments for this task.
- Discuss the use of your disability provisions or adjustments with your subject teacher, and let them know that you are applying to use them for this particular task. They will check on their appropriateness for each particular task.

**Student Request Form – for disability provisions or adjustments in Years 10 -12: to request LSE supervision of disability provisions or adjustments for timed, written, in-class assessment tasks.**

*Students - please answer each question below, and then **hand this form in at the office or directly to Ms Raheb-Mol SEVEN DAYS before your task.** If you do not submit your form at the appropriate time, it may not be processed in time and you risk not being able to use your disability provisions or adjustments for your task. Ask LSE Staff if you want help to complete this form – we will be happy to assist you if we can.*

**NAME** (print your full name):

**What YEAR are you in?** (please circle) **Year 10 11 12**

**What's your EMAIL ADDRESS** (so that I can contact you about this request):

**What SUBJECT is this assessment task for?**

**What's your Teacher's name?**

**WHEN IS YOUR TASK ON?** \_\_\_\_ / \_\_\_\_ / 2016

**WHAT PERIOD IS IT IN?** (Please circle): **Period 1 2 3 4 5 6**

**What's the TITLE of this assessment task** (check your notification):

**Which of your DISABILITY PROVISIONS/ADJUSTMENTS do you want to use for this task?** (tick 1 or more)

Small-group supervision[ ] Extra time [ ] Rest breaks [ ] Computer Use [ ]

Reader [ ] Writer [ ] Diabetic Provisions [ ] Other? [ ] Give details: \_\_\_\_\_

**STUDENT SIGNATURE:** (sign and date and hand the form in):

Sign: \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / 2016

**STUDENTS CAN EXPECT TO RECEIVE AN EMAIL CONFIRMATION FROM MS RAHEB-MOL SOON AFTER YOUR COMPLETED FORM IS RECEIVED.** The confirmation will tell you if your request to use your provisions or adjustments has been approved or not. It will also tell you where and when to do your task. **If you have not received the email by lunch time on the DAY BEFORE the assessment task, contact Ms Raheb-Mol or LSE staff asap.**

**SECTION B: TO BE FILLED IN BY LSE/ SUPERVISING STAFF:** (COMPLETE AND FILE IN LSE RECORDS)

I confirm that this student was given the above disability provision/s or adjustments, and was supervised by me:

\_\_\_\_\_ (name), in \_\_\_\_\_ (venue/room) on \_\_\_\_\_

(Date and period). Signed \_\_\_\_\_ (name).