

**Bar Course Aptitude Test (BCAT)**

**Reasonable adjustments (accommodations) request form**

When completing this form please refer to the BCAT reasonable adjustments (accommodations) policy and procedures.

Do **NOT** book a BCAT appointment online, this will result in you arriving at the test centre to find you are booked for a standard test with no reasonable adjustments.

**Please note ALL fields are mandatory.**

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| **Personal details** | |
| BCAT ID ([www.pearsonvue.com/bsb](http://www.pearsonvue.com/bsb/capva/)) | BCAT\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ |
| Name (print in block capitals) |  |
| Address for correspondence |  |
| Telephone number |  |
| Email address |  |
| Test centre where you would like to take the BCAT  ([Test Centre Search](http://www.pearsonvue.com/bsb/locate/))  (Enter “Home” if you would like to take an online proctored test.) |  |
| Reason for request |  |

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| --- | --- | --- | --- |
| **Reasonable adjustments (accommodations)** | | | |
| **Please tick (🗸) and complete as appropriate** | | | |
| Extra time |  | Please select % | 25 / 50 / 75 / 100 %  Other: \_\_\_\_\_\_% |
| *(Please note extensions of time are offered in accordance with a candidate’s needs.)* | | | |
|  | | | |
| **The following adjustments are only available at a test centre** | | | |
| Larger font size |  | Please specify the font size you require | \_\_\_\_\_\_ pt |
| Different colour font |  | Please specify colour |  |
| Different colour screen |  | Please specify colour |  |
| *(Please see the standard font sizes / colours and screen colours all test centre candidates can select before the test, listed in section 4.2 on page 2 of the* [*BCAT reasonable adjustment policy*](https://www.barstandardsboard.org.uk/media/1769991/bcat_reasonable_adjustments_policy.pdf)*.)* | | | |
| Separate / private room |  | *(Not all test centres have a private room.)* | |
| Reader (to read items to you) |  |  | |
| Recorder (to record your responses on the computer) |  |  | |
| Any other reasonable adjustments *(Please specify what you require here)* | | | |

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| **Documentary evidence** | |
| Please list and briefly describe the document(s) you are submitting in support of your reasonable adjustments request and the number of documents you have enclosed. | |
| **List and description of document(s)** | |
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| **Declaration**  **I declare that the information given in this form is true to the best of my knowledge and that I would be willing to answer further questions relating to it if necessary.**  **I have read the Bar Standards Board’s** [**Privacy Statement**](https://www.barstandardsboard.org.uk/privacy-statement.html) **and understand how my data will be handled.** | |
| Candidate Signature |  |
| Date |  |
| Your reasonable adjustments request form and the accompanying evidence should be submitted to [BCAT@barstandardsboard.org.uk](mailto:BCAT@barstandardsboard.org.uk) | |

Privacy Statement: [www.barstandardsboard.org.uk/privacy-statement.html](http://www.barstandardsboard.org.uk/privacy-statement.html)

Candidates have the option of completing this form orally over the telephone. Please phone 020 7611 1444 and ask to speak to the BCAT department. Alternatively email [BCAT@barstandardsboard.org.uk](mailto:BCAT@barstandardsboard.org.uk) to request a call back.

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| **For BSB Use Only** | |
| Reasonable adjustments request approved | YES / NO |
| Approved by |  |
| Date approved |  |
| Date Pearson VUE contacted |  |
| Information recorded |  |
| Date student informed |  |