

Reasonable Adjustment and Special Consideration Request Form

Use this form to ask for a reasonable adjustment before an assessment, or for special consideration after an assessment affected by circumstances outside your control. Requests for adjustments should reach us within 7 days of registration or at least 28 working days before the assessment; requests for special consideration within 7 days of the assessment. Return the completed form, with supporting evidence, to info@masaruni.ae.

Related policy: Reasonable Adjustments and Special Considerations Policy. An editable Word version of this form is on the policies page at masaruni.ae.

1. Learner details

Full name	
Email address	
Learner / student ID (if any)	
Course title	
Telephone (with country code)	

2. Type of request

- ☐ Reasonable adjustment (before the assessment)
- ☐ Special consideration (after the assessment)

3. Assessment concerned

Assessment or activity	
Date(s) of the assessment	

4. Your circumstances

Describe your need or the circumstances that affected, or may affect, your assessment.

5. What you are asking for (tick all that apply)

- ☐ Extra time on online quizzes or exams

- ☐ Materials in an accessible digital format
- ☐ Captions or transcripts for recorded lectures
- ☐ An extension to a submission deadline
- ☐ Taking the assessment at another time
- ☐ Other (please describe below)

6. Supporting evidence attached

For example a medical report or an official letter. Evidence is kept confidential.

7. Consent

- ☐ I consent to Masar University processing any health or other sensitive information in this form and its attachments only to assess this request, in line with its Data Protection Policy.

8. Declaration

I confirm that the information in this form and its attachments is true and complete to the best of my knowledge.

Learner name	
Signature	
Date	

For office use only

Date received	
Reference number	
Reviewed by	
Decision and adjustment agreed	
Date decision sent to learner	