

# Request for pre-exam adjustment Music and Drama

Please see the notes overleaf before completing this form.

Exam name and grade/level:		Date of exam (or expected date of submission if digital):	
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Centre name:		Centre number:	
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Candidate name:		Candidate number (if known):	
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Please outline the request for adjustment:

Please summarise below the reason for requesting this adjustment, including any adverse circumstances affecting the candidate, where applicable:

Are you sending any supporting documentation? (please email back along with this form):	Yes	No
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**Declaration:**

I am satisfied that the information provided is accurate and fully support the application.

Signatory:		Date:	
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Name:		Signature:	
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## Notes on the completion of the pre-exam adjustment request:

1. This form is for candidates to request flexibility on an area of our published exam requirements pre taking/submitting the exam due to circumstances out of their control. Please note we are unable to change our published assessment criteria or learning outcomes. For candidates who wish to request reasonable adjustments due to special needs, disabilities and health conditions please see our specific information on this on our website:
  - [Music](#)
  - [Drama](#)
2. If you need to apply for any kind of adjustment after the exam or assessment has taken place there is a separate process and form for this. Please get in touch with your Trinity contact and ask for the separate special consideration form.
3. A separate form should normally be completed for each candidate except in the case of drama pairs and groups where one form can cover the whole group. Please contact us if you have a large group who have the same issue you are requesting adjustments for.
4. Please fill in the details at the top of the form, specifying the exam and level eg Piano Grade 1.
5. Please state the adjustment requested - usually this will be a change to the stated requirements in the syllabus/specification. Please note that we are unable to grant requests that involve a change in the use of the assessment criteria of the exam.
6. Please explain the context for this request including any adverse circumstances that are affecting the candidate.
7. Please complete the declaration; for private centres we request that the centre rep does this, for other entries it would ideally be the teacher.
8. This form must be sent to Trinity College London at least 2 weeks prior to the exam or submission date with the exception of drama digital key skills tasks.
9. Where requests are not approved please contact your usual Trinity contact who may be able to support you to cancel, postpone or convert your booking.

## Internal use only:

## Trinity College London use only

Date received:

Request approved: