



Department
for Education

Application for special arrangements

Not all candidates who require special arrangements need to submit an application form. Certain special arrangements may be booked through the online booking system. Please check the special arrangements section on the skills tests pages of the Department for Education (DfE) website, www.education.gov.uk/teachskillstests

This form should be completed by the applicant and must be accompanied by appropriate evidence. Evidence should normally take the form of an up to date educational psychologist's report, SENCO report or medical report. The evidence should clearly support any special arrangements requests being made. Application forms will not be processed without accompanying evidence.

Your application may not be processed unless it is fully completed. Clear details must be provided of the special arrangement (s) which you are applying for as well as reasons for the request (s). If the form is incomplete and we need to request additional information, the application will be delayed.

Please allow up to 10 working days for a full response to your application. Please be aware it may take longer to process more complex responses. If you have any queries during the 10 working day period please email support@sta.learndirect.com. We will aim to answer your query as quickly as possible.

Please note: If your application for special arrangements is successful, we will confirm how to book a test. Do not book a standard test online first.

Once completed, please e-mail your form to support@sta.learndirect.com or send it to: learndirect- eAssessments PO BOX 10358

If you have any questions or queries please contact us by email at support@sta.learndirect.com or contact the skills test helpline on 0300 303 9613. The helpline is open on weekdays from 8am to 4pm.

Candidate information

First name

Middle name(s)

Surname

Date of birth

Teacher Reference Number (TRN)

Only required for candidates **who started training before 1 July 2013**

Address Line 1

Address Line 2

Address Line 3

Town / City

Postcode

E-mail address

Contact telephone
number

General information

What type of additional documentation has been sent? Tick all that apply.

Medical Report

SENCO Report

Up to date Educational Psychologist Report

Optician Report

Other
(please specify)

Date sent

Number of pages

Which test(s) are further special arrangements required for? Tick all that apply.

Numeracy

Literacy

Which further special arrangements are being requested for the skills tests?

Why are further special arrangements being requested?

What support, if any, do you usually receive in your normal practice or have you previously received for tests or examinations?

Please provide any further information to support the application (optional)
Additional information if the application form is being completed by the training provider on behalf of the candidate for candidates **who started training before 1 July 2013.**

ITT Provider information

Name of ITT provider

(e.g. Edge Hill University)

Contact name at ITT provider

Position of named contact above

E-mail address

Telephone number

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