



## Application for Modified Test Material and Record of Administrative Arrangements / Exemptions

Please read Section 4 of the *Administrators' Manual* ('Candidates with Special Requirements') before completing this form.

Date of test	
Centre number	
Centre address	
Administrator name	
Telephone number	
Email address	

Candidate name	
Candidate's disability	
Details / circumstances of the candidate's disability	
Is medical evidence attached / enclosed?	
Is candidate taking IELTS for UKVI purposes (SELT)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 1 Modified Material Requested

Module	Academic <input type="checkbox"/> General Training <input type="checkbox"/>
Braille Papers	Standard English Braille Contracted <input type="checkbox"/> Standard English Braille Uncontracted <input type="checkbox"/> Unified English Braille (UEB) Contracted <input type="checkbox"/> Unified English Braille (UEB) Uncontracted <input type="checkbox"/>
Modified Large Print	Modified Large Print (18pt font) <input type="checkbox"/>

<b>Listening Material</b>	Special Version CD (also required for extra time requests) <input type="checkbox"/> Hearing Impaired (lip reading) Version <input type="checkbox"/>
<b>Speaking Material</b>	Brailled Part 2 Task Card <input type="checkbox"/> Enlarged Part 2 Task Card <input type="checkbox"/>

**2 Administrative Arrangements in place** (for information only)

Applications which do not involve modified test materials are authorised by the centre and filed with the candidate's documentation.

Extra time for Reading and/or Writing: 25% <input type="checkbox"/> 50% <input type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/>
Supervised breaks	<input type="checkbox"/>
Separate invigilation	<input type="checkbox"/>
Amanuensis	<input type="checkbox"/>
Reader ( <i>Will require modified materials</i> )	<input type="checkbox"/>
Copier (verbatim transcript)	<input type="checkbox"/>
Access technology ( <i>will normally require modified materials/electronic versions</i> ) / computer / word processor ( <i>Spellcheck / thesaurus / grammar check must be switched off.</i> ) <b>Administrators must refer to the Guide for IELTS Centres: Access Technology on IELTS CentreNet before approving use of equipment/software.</b> <b>Please give full details of the equipment/software to be used below:</b>	<input type="checkbox"/>

**3 Exemptions authorised** (for information only)

Applications for exemptions must be made in advance to the Cambridge English Language Assessment Special Circumstances Unit. Please note below which tests the candidate has been granted exemption from:

Listening <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking <input type="checkbox"/> <i>(The Test Report Form must be endorsed.)</i>
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<b>Signature of IELTS Administrator</b>	
<b>Date (dd / mm / yy)</b>	

