

**Application for permission to sit the Diploma in Tax Technology  
(DITT) assessments with a reasonable adjustment**

In order to ensure that comparable consideration may be given to all candidates, it would be appreciated if the G.P or medical professional, who is supporting your request, completes the second page of this application.

**Please read the guidance notes on the third page before submission and ensure that you have completed all boxes.**

Surname	Forenames

DITT Candidate Registration Number	Email address

Home address, including postcode	Work or Home telephone number, please specify:

Please give brief details of the reason a reasonable adjustment needs to be made, e.g. disability or medical condition.  
\*Please see overleaf for supporting documentation required.

--

Please confirm the type of additional arrangements you require, e.g. extra time.

--

In order to assess your request for a reasonable adjustment, you should provide information below on any arrangements made for **any** prior examinations you have sat with other professional or academic Institutes.  
Please include the year if possible.

--

Have you previously sat the CIOT or ATT's examinations with a reasonable adjustment? If so, please give details in the box below.

--

**Declaration**

I hereby declare that the information on this application is correct and I give my permission for CIOT to confirm my reasonable adjustment, if granted, to Tolley who administer the DITT assessments.

Candidate Signature	Date

Full Name of individual	
Date of Consultation	

This individual has presented with the following condition (please provide a diagnosis if possible and indicate the type and degree of disability):

Since what date (please also indicate whether the level of disability is temporary or permanent):

Has the individual received specialised assessment or treatment? (If yes, please provide further details):

This condition is likely to affect the candidate's performance in online objective assessments in the following way:

Signature	Name	Date

In what capacity are you signing this certificate? (E.g. G.P/consultant)

Please validate this application with your official stamp	
---	--

## Guidance Notes for DITT candidates seeking a reasonable adjustment

1. CIOT will allow reasonable adjustments for assessments where we are satisfied that there are sufficient grounds.
2. Applications to sit the assessments with a reasonable adjustment should be made as early as possible, shortly after DITT candidate registration. This will allow time for any agreed extra time, for example, to be confirmed to Tolley ahead of the first module assessment.
3. Your request for reasonable adjustment **MUST** be accompanied by independent contemporaneous medical evidence describing the nature of the condition including:
  - a) A description of how your performance might be affected e.g. by specific symptoms or by the side effects of prescribed medication.
  - b) An indication of the condition's prognosis e.g. permanent/long term and likely to affect all attempts at the assessments; acute/short term and likely to affect only the next assessment that you take.
  - c) An indication of any reasonable adjustment deemed appropriate, together with evidence of any previous time allowances granted by other examining bodies, if extra time is requested.
4. Any application that is unsupported by relevant documentary evidence, medical or otherwise, will be returned as incomplete. The CIOT cannot approach third parties to obtain information which may well be subject to the constraints of the Data Protection Act or the bounds placed by the Law by way of confidentiality. (However, your application may be referred, in confidence, to a relevant third party to make an appropriate decision. The information would be handled in full compliance with the Data Protection Act.)
5. This application should be submitted to the Education Team by email to [education@ciot.org.uk](mailto:education@ciot.org.uk)