(Education – Failure to make a reasonable adjustment for exams) **PLEASE DELETE**

Your address

**Education Provider’s name**

**Enter Address**

**Date**

Dear Enter name of person you are writing to\_,

**Subject: (say what your letter is about)**

I would like you to accept this letter as a formal complaint for a failure to make a reasonable adjustment at (enter the name of the college or university).

**See the template guidance for information on what to include in this section.**

* (Describe what has happened and how you are at a substantial disadvantage because of your disability. Give the facts of the case, being specific and clear.)
* I believe the (explain the policy/practice etc. and how it is causing the disadvantage in your exams and assessments) places me as a disabled person at a substantial disadvantage when compared to a non-disabled person.

Under the Equality Act 2010, as a (name of college, university) you have a duty to make reasonable adjustments to a (delete as appropriate provision, criteria or practice of/lack of the provision of an auxiliary aid or service for an individual who is at a substantial disadvantage due to their disability.

I believe you have failed to make an adjustment by (explain what adjustment could have been made and how it would help you with your disability i.e. extra support with your exams and assignments due to dyslexia etc.)

If you feel you are unable to make the adjustments please provide your reasons in writing as to why you are unable to make them.

I look forward to receiving your response in writing within 28 days from the receipt of this letter.

Yours sincerely/faithfully (Delete as appropriate)

(Your name)