

Extra Time Request Form

- Please read the Reasonable Adjustments Policy prior to completing this form
- This form is to be completed if you are taking an examination because English is not your first language. Once approved, you will be entitled to an additional 25% extra time
- You must return this form at least 10 days before your examination
- If you are sitting an on-line examination, you must submit this form **prior** to booking your examination
- If you have a disability you must complete the Reasonable Adjustments Form

| | | |
|---|-----------------------------------|--|
| Name | | |
| Email address | | |
| Contact phone number | | |
| Examination Title | | |
| Exam Location | <input type="checkbox"/> BCS Exam | <input type="checkbox"/> Pearson VUE Testing Centre <input type="checkbox"/> Remote Proctored/Invigilated |
| What is your first language? | | |
| <input type="checkbox"/> I confirm that the information provided on this form is true and accurate. | | |
| Signature: | | |
| Date: | | |

Forms should be returned to customerservices@bcs.uk

If you require any assistance with completing this form, then the Customer Service Team would be happy to help. Please call us on + 44 (0) 1793 417 417 during our office hours 08:30 – 17:15 GMT.

GDPR Statement

We collect your personal data to ensure that your request for special consideration is processed in the appropriate way. We will store your data for 30 days after a decision has been made.

Your personal data is fully protected in our system against any risk that can affect its confidentiality, integrity and availability. We do not use automated decision-making for processing your personal data.

The information on this form is only passed on based on a 'need to know' basis. This would normally include the BCS staff member who is dealing with your request and the if a Subject Matter Expert was used to mark your paper. The information completed here will not be shown on your certificate.

In accordance with GDPR, you have certain rights that you can exercise free of charge. You have the right to be informed about data processing, right of access to your data, right to rectification, right to erasure of your data ('right to be forgotten'), right to restriction of processing, right to data portability, right not to be subject to a decision based solely on automated processing including profiling, right to lodge a complaint with the supervisory authority, and the right to compensation and liability for damage suffered by improper handling of your personal data,

By signing this form, you express your free consent to the processing of your personal data according to and within the data processing purposes stated in this privacy and consent notice. You agree that you understand your rights to withdraw consent at any time, totally or partially, without affecting the lawfulness of processing based on your consent before its withdrawal. You acknowledge that if you wish to partially withdraw your consent, you can do so.