



Guidelines on submitting our Request for Adjustments Form

Why do we need this form?

The information you provide in this form allows us to do the following:

- Ensure any appropriate adjustments are made to your pre-interview preparation and remote interviews
- Ensure any appropriate adjustments are made to your remote Cambridge-College registered assessments
- Ensure we have made your interviewers aware of anything they need to know for the proper running of your remote interviews

Please be reassured that the information you disclose will be treated in the strictest confidence and only shared on a 'need to know' basis, so that we can carry out our admissions process in the fairest and most appropriate way.

Please note that even if you shared this information with Pearson Vue for your Registration-required written assessment, you will have to disclose this to us separately here.

Who needs to submit this form?

Every applicant who has declared a disability, neurodiverse condition, mental health condition or long term health condition on their UCAS form. Even if you do not require any adjustments **we must still see the form**, as it is just as important that we know for certain that we do not need to put anything in place.

Please note that submitting an Extenuating Circumstances (ECF) form does **not** mean we do not need to see the Requests for Adjustments Form. The ECF allows us to more fully understand the context again which admissions decisions can be made, whilst the Request for Adjustments Form provides us with the information to make specific adjustments to pre-interview assessments and interviews (e.g. extra time, enlarged font, rest breaks and so forth).

If you did not make us aware at the point of application of a disability, neurodiverse condition, mental health condition or long term health condition, but would like to do so in order to request adjustments to the admissions process, **then you should also fill out the form**. Please be assured that disclosure will in **no way** adversely affect the assessment of your application.

Requesting extra time for your remote interview

Typically, we factor in 25 minutes per interview, meaning that, for instance, a 25% extra time adjustment would result in us scheduling a 35 minute interview slot. Please note that this does **not** mean that we will be adding in any extra questions or exercises to fill this time. Interviewers will stop once they have completed all the questions they have planned to ask, even if this does not necessarily take you up to the full 35 minutes. If requested, we would simply want to make this extra time available so that it reflects the adjustments have specified in your form, and so that you feel able to perform at your best. Interviewers are also, confidentially, made aware of the main details of any adjustments that you require so that they are able to support you appropriately in the interview.

How do I send you the form?



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Please send the form as one PDF to admissionsdocuments@lucy.cam.ac.uk named as follows:

Your name (exactly as you wrote it on your UCAS form, with family name in CAPITALS- the course you applied for- your UCAS number-adjustments form

Eg. BLOGGS, Joseph- Natural Sciences (Physical)- 12345679-adjustment form

You also need to send us evidence of the additional need and adjustment required, such as a letter from your school. Ideally, please combine this evidence with the above letter and send it as one single PDF.