

## Advice for Candidates with Special or Different Learning Needs (SEND)

MTB Exams has been designed to be as accessible to everyone wherever they may be located or whatever their background, circumstances or specific learning needs. The online/recorded nature of our qualifications allows candidates to take their exams in a familiar location with their own teacher.

Therefore, the learner is free to utilise any necessary aids or support they require meaning that many of the difficulties of accessibility are overcome without any special dispensation or adjustment being required to the qualification itself.

However, if you have a special or different learning need to be able to fairly access and take an MTB Exams' qualification, please contact us via the 'Contact' page on our website.

Applications for a necessary adjustment to access one of our qualifications falls under our 'Reasonable Adjustments' policy and will be dealt with on a case-by-case basis. Please download and complete our Reasonable Adjustments form [here](#).

You will be asked to provide the following information:

- Learner's name, instrument and grade
- MTB Exams reference number (only if the exam has already been entered)
- The nature of, and rationale for, the request
- Any supporting information/evidence (e.g. medical evidence or a statement from the teacher or any other appropriate information)

Once we receive your application for a Reasonable Adjustment, we aim to respond to you with a decision within 10 working days.

MTB pride ourselves in helping and supporting our candidates to access our qualifications and will always do our best to accommodate your individual needs or circumstances. To read our full Reasonable Adjustments Policy please visit our policies and specifications page on the [MTB website](#).