

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 allowing candidates to take their exams in a familiar location with their own teacher or helper and therefore being free to utilise any necessary aids or support they require, means 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 through our email on enquiries@mtbexams.com or by phone on 01189 680 910. Please see the 'Contact' page on our website [click here](#).

Any application for a necessary adjustment you may need 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 [click here](#). Please email the completed form to us at least 30 days before taking the qualification.

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 (eg 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 Exams 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 [click here](#).