

# **SPECIAL CONSIDERATION POLICY**

## **What is special consideration?**

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

[JCQ [A guide to the special consideration process](#) section 1]

## **Purpose of the policy**

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirm that Esher Sixth Form College will submit any applications for special consideration where candidates meet the published criteria

## **Eligibility for special consideration**

### **Roles and responsibilities**

#### **Head of centre**

- Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ publication
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the examinations officer

#### **Examinations officer**

- Understands the criteria as detailed in the JCQ publication to determine where candidates will/will not be eligible for special consideration, and is able to advise accordingly
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies

#### **The role of the senior leader**

- Sign appropriate evidence to support all eligible applications

#### **Teaching staff and/or Learning Support Manager**

- Provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration.

#### **Candidates (or parents/carers)**

- Provide any medical or other evidence that may be required to determine eligibility for special consideration

## Applying for special consideration

Where eligible, special consideration will be applied for at the time of the assessment where candidates have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

### **Candidates who are present for an assessment but disadvantaged**

For candidates who are present for the assessment but disadvantaged the College must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment.

#### **Some examples of the most common scenarios are provided below.**

1. Where a candidate arrives for an exam and is clearly unwell, and/or is extremely distressed, and/or may have sustained an injury that requires emergency access arrangements to be put in place:
  - the candidate will be kept comfortable and under supervision from the required time while appropriate arrangements are considered and put in place for the candidate to take the exam in the best possible conditions
  - a judgement will be made by the examinations officer, after conferring with the candidate, on how the candidate's situation or disposition may have affected performance in the exam
  - where appropriate and where eligible, special consideration will be applied for
2. Where candidates may be affected by a major disturbance in the exam room (emergency evacuation etc.), special consideration will be applied for on behalf of all candidates.
3. Where a candidate takes multiple exams (three or more exams) timetabled for the same day and the total duration for those papers is **more than 6 hours** for GCE exams including *any approved extra time but not any time taken for supervised rest breaks*, special consideration for an allowance on last paper taken will be applied for.
4. Where a candidate may be affected by a minor disturbance in the exam room caused by another candidate (momentary bad behaviour, mobile phone ringing, etc) or outside bird noise, special consideration cannot be applied for.

### **Candidates who are absent from a timetabled component/unit for acceptable reasons**

If a candidate is absent for acceptable reasons, and the centre can verify this either through receipt of medical evidence or a self-certification form, special consideration will be applied for if the exam missed is in the terminal series and the minimum requirements for enhanced grading can be met.

### **Other issues**

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored and applied for where eligible. This might include, for example:

- other certification
- a short extension to coursework/non-examination assessment deadlines
- submitting a reduced quantity of coursework/non-examination assessment (shortfall in work)
- candidates taking an incorrect or defective question paper
- candidates undertaking the wrong controlled assessment or non-examination assessment assignment

Where a candidate may be eligible for special consideration (a post assessment adjustment) in a vocational qualification, the centre will follow the appropriate guidance in the JCQ publication together with awarding body guidance to determine if, when and how an adjustment can be applied for.

### **Processing applications for special consideration**

#### **Roles and responsibilities**

##### **Head of centre**

- Ensures where a candidate may be a member of the family (which includes step-family, foster family and similar close relationships) or close friend and their immediate family (e.g. son/daughter) of a member of examinations office staff, the application will be authorised by an alternative member of centre staff

##### **Senior leadership team**

- Produce/provide signed evidence in support of an application where this may be requested by an awarding body

##### **Examinations officer**

- Ensures applications will be processed as required by the awarding bodies
- Understands that special consideration must be applied for at the time of the assessment
- Understands that special consideration cannot be applied in a cumulative fashion and that where a candidate may be affected by different indispositions, special consideration should only be applied for the most serious indisposition
- Keeps evidence to support applications on file until after the publication of results and provides the appropriate evidence signed by a member of the SLT to support of an application where this may be requested by an awarding body
- Meets the required deadline(s) for submitting applications

##### **Teaching staff and/or Learning Support Manager**

- Provide any appropriate evidence or information that may be required to support a candidate's application for special consideration

##### **Candidates (or parents/carers)**

- Will be asked to provide any required medical and/or other evidence, or self-certification, that may be required to support an application for special consideration
- Will be informed that all cases must be dealt with by the centre

### **Submitting applications for special consideration**

Where a candidate or group of candidates is/are eligible for special consideration, applications will be submitted to the relevant awarding body following the published processes in the current JCQ guide to the special consideration process

Evidence to support applications will be kept on file until after the publication of results.

#### **Timetabled written exams**

- For GCE and GCSE qualifications, applications for individual candidates will be submitted online via the relevant awarding body secure extranet site and following the links to special consideration for both '*present but disadvantaged*' and '*absent for an acceptable reason*'.
- For other qualifications, applications will be submitted online where the awarding body's secure system accepts these

- A paper JCQ Form 10 (application for special consideration) will only be completed and submitted to the awarding body where the online system does not accept applications for a particular qualification
- For groups of candidates, applications will be made online where the awarding body's secure system accepts group applications, or a JCQ Form 10 will be completed
- A paper JCQ Form 14 (self certification for candidates who have missed an examination) will only be completed by a candidate where circumstances warrant this and will not be used where the centre knows the candidate was ill or a medical letter has been provided

#### **Internally assessed work**

- Where appropriate, applications will be made online where the awarding body's secure system accepts them, or the JCQ Form 10 will be completed and submitted to the awarding body
- Where a short extension to a deadline for an individual candidate is being requested an application will be submitted online or by direct email, dependent on the awarding body
- Where an application relates to a shortfall in work for an individual candidate, this will be submitted online or by completing the JCQ Form 10, dependent on the awarding body

#### **Post assessment adjustments – vocational qualifications**

- Where relevant and eligible a JCQ VQ/SC Form (Application for special consideration Vocational qualifications) will be completed and submitted to the awarding body

#### **Late applications**

If, after the publication of results for a particular exam series, a request is made for special consideration that was not applied for at the time of an assessment where a candidate was eligible, the candidate/carer/parent will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a member of the senior leadership team is able to fully support the request/produce evidence to support a late application.

An application for special consideration cannot be submitted after the completion of a review of results (Post Results Services).

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