



# Special Consideration Policy

## 2021/22

This policy is reviewed annually to ensure compliance with current regulations

|                             |          |
|-----------------------------|----------|
| Approved/reviewed by        |          |
| Sarah Stollery October 2021 |          |
| Date of next review         | Oct 2022 |

## Key staff involved in the policy

| Role                  | Name(s)        |
|-----------------------|----------------|
| Head of centre        | Kelli Foster   |
| AHT Data & Assessment | Bob Barker     |
| AHT Inclusion & SEND  | Joanne Strong  |
| Examinations Manager  | Sarah Stollery |
|                       |                |

## Exam Board contact telephone numbers

| Exam Board   | Contact Telephone Numbers |
|--|---------------------------|
| AQA  | 0800 197 7162             |
| Edexcel  | 0344 463 2535             |
| OCR  | 01223 553998              |
| WJEC   | 02920 265000              |
| <a href="http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/">www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/</a> |                           |

## Contents

|  |   |
|--|---|
| Key staff involved in the policy.....  | 2 |
| What is special consideration? .....   | 4 |
| Purpose of the policy .....  | 4 |
| Eligibility for special consideration .....  | 4 |
| Roles and responsibilities .....   | 4 |
| Applying for special consideration.....  | 5 |
| Processing applications for special consideration.....                             | 6 |
| Roles and responsibilities .....   | 6 |
| Submitting applications for special consideration .....                            | 6 |
| Timetabled written exams.....  | 6 |
| Internally assessed work.....  | 7 |
| Post assessment adjustments – vocational qualifications.....                       | 7 |
| Private candidates .....   | 7 |
| Late applications.....   | 7 |
| Appendix 1 - Candidates who are present for the assessment but disadvantaged ..... | 8 |

## What is special consideration?

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event 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 go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination. (JCQ's **A guide to the special consideration process**, section 1)

This document is further referred to in this policy as [SC](#)

## Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Mark Rutherford School will submit any applications for special consideration where candidates meet the published criteria (JCQ's [General regulations for approved centres](#), section 5.9)

## 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 [SC](#)
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the examinations manager

#### AHT Data & Assessment

- Understands the criteria as detailed in [SC](#) to determine where candidates will/will not be eligible for special consideration
- Reviews applications and ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the examinations manager

#### Examinations Manager

- Understands the criteria as detailed in [SC](#) to determine where candidates will/will not be eligible for special consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies
- Provides candidates with information regarding special consideration in the Candidate Handbook
- Sends a generic email to candidates' parent/carer's reminding them of the availability of special consideration and relevant procedures the end of exam season.

#### Teaching staff and/or AHT Inclusion & SEND

- 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

- Candidate must complete and submit application for special consideration form which is available on the school website or by request from examinations office by the set deadline.

### Applying for special consideration

Where eligible, special consideration will be applied for at the time of the assessment where candidate 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. (SC 2)

For candidates who are present for the assessment but disadvantaged Mark Rutherford School 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. (SC, section 3)

1. Where a candidate may arrive for an exam and is clearly unwell, 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 centre supervision from the required time while appropriate arrangements are put in place for the candidate to take the exam in the best possible conditions
  - a judgement will be made on how the candidate's situation or disposition 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 or more than 5 hours 30 minutes for GCSE exams including any approved extra time but not any time taken for supervised rest breaks, special consideration for an allowance on the 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.), special consideration cannot be applied for.
5. Please see appendix 1 which details the JCQ guidance in relation to special consideration for candidates who may have been disadvantaged at time of assessment "Candidates who are present for the assessment but disadvantaged".

If a candidate is absent for acceptable reasons, and the centre can support this, special consideration will be applied for if the exam missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met. For unitised examinations taken in an examination series prior to certification, candidates must be re-entered for any missed units at the next assessment opportunity. Unless there are difficulties arising, e.g. group performances which cannot be repeated, special consideration will not be awarded. (SC, section 4)

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored in SC 5 and applied for where eligible. This might include, for example:

- other certification
- coursework/non-examination assessment extensions

- shortfall in work (coursework/non-examination assessment)
- lost or damaged work (non-examination assessment components)
- 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 [SC 7](#) and 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 that all eligible applications will be supported by signed evidence produced by a member of the senior leadership team

#### AHT Data & Assessment

- Confirms signed evidence is available in support of all eligible applications

#### Examinations Manager

- 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.
- Ensures applications will be processed as required by the awarding bodies
- Keeps evidence to support all applications on file until after the publication of results and provides the signed evidence (which been reviewed by a member of the senior leadership team to support an application) where this may be requested by an awarding body
- Meets the required deadline(s) for submitting applications

#### Teaching staff and/ or AHT Inclusion & SEND

- 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 or other evidence 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 [SC](#).

Evidence to support all 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 by logging into the relevant awarding body secure extranet site and following the links to special consideration

- The processes for submitting a single application to cover all exams affected where a candidate is present but disadvantaged and a separate application for each day on which exams are missed where a candidate is absent from an examination for an acceptable reason detailed in [SC 6](#) will be followed
- For other qualifications, applications will be submitted online where the awarding body's secure system accepts these
- The paper [form 10](#) Application for special consideration will only be completed and submitted to the awarding body where a paper application is specifically required by the awarding body
- For cases involving groups of candidates, applications will be made online where the awarding body's secure system accepts group applications or form 10 will be completed
- The paper [form 14](#) Self certification form (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

### **Internally assessed work**

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

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

- Where the learners circumstances are eligible, form 10 or [form VQ/SC](#) Application for special consideration Vocational qualifications will be completed and submitted to the awarding body

### **Private candidates**

- Any private candidate entered by the centre must liaise with the examinations manager (not the awarding body) regarding any application for special consideration

### **Late applications**

If, after the publication of results for a particular exam series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant 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 produce evidence to support a late application.

If a claim is made after the completion of a review of results, the claimant will be informed that an application for special consideration cannot be submitted.

## Appendix 1 - Candidates who are present for the assessment but disadvantaged

### 3 Candidates who are present for the assessment but disadvantaged

3.1 Special consideration will normally be given by applying an allowance of additional marks to each component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune. The maximum allowance given will be 5% of the total raw marks available in the component concerned, including coursework/non-examination assessment. The centre 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.

3.2 The decision made by the awarding body will be based on various factors which may vary from one subject to another. These may include:

- the severity of the circumstances;
- the date of the examination in relation to the circumstances; and
- the nature of the assessment, e.g. whether written papers are affected as opposed to coursework/non-examination assessment, or whether a Practical Test or Speaking Test is involved.

3.3 Special consideration cannot be applied in a cumulative fashion. For example, because of a recent trauma at the time of the examination and the candidate suffering from a viral illness. Special consideration should only be applied for the most serious indisposition.

Candidates or their parents/carers should, in the first instance, discuss the application of special consideration with the school or college concerned.

Private candidates must liaise with the school or college which made entries on their behalf about an application for special consideration.

The following are examples of circumstances which must apply at the time of the assessment.

5% This is the maximum allowance and will be reserved for the most exceptional cases, such as:

- terminal illness of the candidate;
- terminal illness of a parent/carer;
- death of a member of the immediate family within two months of the examination;
- very serious and disruptive crisis/incident at or near the time of the examination.

4% Very serious problems such as:

- life-threatening illness of candidate or member of immediate family;
- major surgery at or near the time of the examination;
- severe disease;
- very recent death of member of extended family;
- severe or permanent bodily injury occurring at the time of the examination;
- serious crisis/incident at the time of the examination

NB 'Very recent' is defined as within one month of the examination(s) taking place.

The centre 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.

3% A more common category (more cases will fall into this category), including:

- recent traumatic experience such as death of a close friend or distant relative;
- recent illness of a more serious nature;
- flare-up of a severe congenital/medical condition or a psychological condition;
- broken limbs;
- organ disease;
- physical assault trauma before an examination;
- recent crisis/incident;
- witnessing a distressing event on the day of the examination involved.

NB 'Recent' is defined as up to four months prior to the examination(s) taking place.

The centre 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.

2% The most common category of allowance (most cases will fall within this category):

- illness at the time of the examination;
- broken limb on the mend;
- concussion;
- effects of pregnancy (not pregnancy *per se*);
- extreme distress on the day of an examination (not simply exam related stress);
- allowance on the last paper taken in a day when a candidate has been entered for three or more examinations timetabled for the same day and the total duration of those papers is more than 5 hours 30 minutes (GCSE examinations) or more than 6 hours (GCE examinations).

(Where extra time has been used following formal approval, this should be included in the calculation.)

(Supervised rest breaks must not be included in the total duration of the papers when applying for special consideration.)

1% Reserved for more minor problems:

- noise during examination which is more than momentary;
- illness of another candidate which leads to disruption in the examination room;
- stress or anxiety for which medication has been prescribed;
- hay fever on the day of an examination;
- minor upset arising from administrative problems

Where the request for special consideration fails to meet the criteria, it will be rejected.