



# **SPECIAL CONSIDERATION POLICY**

## **2025/26**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
SSY/SWN October 2025	
Date of next review	October 2026

## Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs K. Foster
DHT Curriculum & Standards	Mr S. Wilson
DHT Behaviour, Safeguarding & Student Welfare	Mr M. Tyler
Examinations Manager	Ms S. Stollery
Examinations Assistant	Mrs A. Warman
Senior Leaders	Mrs F. Brown Mr M. Gibbs Mr J. Snowdon Mrs F. Taylor Ms A. Vallance Mrs L. Wigley
Pastoral Team	Mr L. Taylor Miss J. Barron Mrs D. Mazza Mr I. Nicholls Mrs A. Henderson Mrs C. Heyhoe Mrs D. Waywell

## Exam Board contact telephone numbers

Exam Board	Contact Telephone Numbers
AQA	0800 197 7162
Edexcel	0344 463 2535
OCR	01223 553998
EDUQAS /WJEC	02920 265000
<a href="#">Regulations and Guidance - JCQ Joint Council for Qualifications</a>	

## Contents

Key staff involved in the policy.....	2
What defines 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 .....	7
Timetabled written exams.....	7
Internally assessed work.....	7
Private candidates.....	7
Applications post-publication of results.....	7
<b>Appendix 1 - Candidates who are present for the assessment but disadvantaged .....</b>	<b>8</b>

## What defines special consideration?

Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s).

A centre must decide whether the candidate meets the published criteria for special consideration. An awarding body cannot determine the candidate's eligibility and make the decision for the centre.

Applications must only be processed where they are supported by the centre and the candidate meets the published criteria for special consideration with evidence in place.

If the centre does not support an online application for special consideration, then it must not be submitted to the relevant awarding body or bodies. Speculative applications for special consideration cannot be accepted.

Where a candidate does not meet the published criteria for special consideration, the awarding body will reject the application and provide clear reasons for doing so.

Centres must not submit applications for special consideration for trivial cases.

Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their assessments. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for a qualification or a unitised examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the qualification. (JCQ's **A guide to the special consideration process**, 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](#), 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 document *A guide to the special consideration process*
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the Examinations Manager

#### DHT Curriculum & Standards

- Understands the criteria as detailed in *A guide to the special consideration process* 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 *A guide to the special consideration process* 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

#### Teaching & Pastoral staff, and Director of SEND & Inclusion

- 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. (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 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.), an online application for special consideration will be submitted to the relevant awarding body where candidates have been disadvantaged.
3. Special consideration will be applied for an allowance on the last paper taken in a day when a candidate has been entered for three or more exams **timetabled for the same day** and the total duration of those papers is more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 examinations) or more than 6 hours (GCE and Level 3 examinations). (Where extra time has been used following formal approval, this will be included in the calculation. Supervised rest breaks **will not** be included in the total duration of the papers when applying for special consideration.)
4. Where a candidate may be affected a minor disturbance in the exam room caused by another candidate, such as momentary bad behaviour, a mobile phone ringing, or a momentary fire alarm, the candidate would not be eligible for special consideration.
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".

The centre **must not** submit applications for special consideration for trivial cases.

Examples of trivial cases which **would not** warrant special consideration include, but are not limited to:

- A bird tweeting outside the examination room
- A lorry reversing
- A toilet being flushed
- Doors in a corridor adjacent to the examination room opening and closing
- Very short, momentary noise from, for example, aeroplanes, helicopters or lawn mowers (SC 1)

If a candidate is absent from a timetabled component or unit for acceptable reasons, and the centre is prepared to support an application for special consideration, 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 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
- shortfall in work (coursework/non-examination assessment)
- lost or damaged work (non-examination assessment components)
- candidates issued with an incorrect or incomplete question paper, set the wrong coursework or non-examination assessment task or taught the wrong set text

Where a candidate may be eligible for special consideration (a post assessment adjustment) in other vocational qualifications, 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, before any online applications are processed, that the centre is satisfied that the candidates' circumstances warrant special consideration, as set out within the JCQ document *A guide to the special consideration process*
- Ensures that any applications for special consideration where candidates meet the published criteria and are sufficiently evidenced will be submitted to the relevant awarding body

#### DHT Curriculum & Standards

- Authorises evidence to support all eligible applications
- Ensures that if the centre does not support an online application for special consideration, it will not be submitted to the relevant awarding body

#### 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
- Refers to and updates the Special Consideration record
- Keeps evidence to support all applications on file until after the publication of results and provides the appropriate evidence authorised 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 & Pastoral staff, and Director of SEND & Inclusion

- Provide any appropriate evidence or information that may be required to support a candidate's application for special consideration
- Pastoral Team will maintain & update the Special Consideration record
- Assistant Head of Year records in CPOMs an application for Special consideration has been submitted.

## Candidates (or parents/carers)

- Will be asked to provide any 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](#).

In cases of online applications for special consideration, the candidate/candidates will be informed when an application for special consideration is submitted to the awarding body (to ensure compliance with the UK GDPR/Data Protection Act 2018).

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

## Timetabled written exams

- Applications for individual candidates will be submitted online (where the awarding body's secure system accepts these) 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
- **Self-certification form** (Self certification for candidates who have missed an examination) will only be completed by a candidate/parent/carer 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 Application for special consideration](#) will be completed and submitted to the awarding body
- Where an application relates to a shortfall in work for an individual candidate, this will be submitted by completing form 10, attached to a breakdown of marks across the assessment objectives

## 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

## Applications post-publication of results

- 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 compelling evidence to support a late application

The application must be submitted before the deadline for reviews of results for the respective exam series.

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

**3.1 Special consideration will normally be given by applying a percentage to each component affected within a specification. The percentage depends on the timing, nature and extent of the qualifying criteria. The maximum percentage given will be 5% of the total raw marks available in the component concerned, including coursework and non-examination assessment. The centre must be satisfied that there has been a material and detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment.**

**3.2 The percentage 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 or non-examination assessment or whether a practical test or a 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.**

**3.3.1 Candidates or their parents or carers must discuss the application of special consideration with the school or college concerned.**

**3.3.2 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; brother or sister;
- death of a member of the immediate family within **three months of the examination**;
- exceptional and disruptive crisis or incident at **or near the time of the examination**, such as attempted murder against the candidate.

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 (e.g. cancer);
- very recent death of member of extended family;
- life-changing injury occurring **at the time of the examination**;
- serious crisis or incident **at the time of the examination**, such as severe assault or a serious accident;
- admission to hospital for a mental health condition or eating disorder

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 long-term medical condition, for example Crohn's disease;
- flare-up of a psychological condition or a mental health condition
- deterioration of a candidate's disability;
- broken limbs;
- physical assault trauma before an examination;
- recent crisis/incident;
- witnessing a distressing event **on the day** of the examination involved.
- approved access arrangement(s) not provided to the candidate at the time of the examination;
- Cyber-attack significantly affecting the completion of candidates' coursework/nonexamination assessments.;

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**;
- mild depression being treated;
- 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);
- 2% for the last examination 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 Level 1 and Level 2 examinations) or **more than 6 hours** (GCE and Level 3 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:

- On-going noise during an examination;
- 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, such as the wrong question paper initially being issued.

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