



SPECIAL CONSIDERATION POLICY

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Ms S. Stollery November 2023	
Date of next review	October 2024

Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs K. Foster
DHT Curriculum & Standards	Mrs R. Spencer
DHT Behaviour, Safeguarding & Student Welfare	Mr M. Tyler
Examinations Manager	Ms S. Stollery
Examinations Assistant	Mrs A. Warman
Senior Leaders	Mr M. Briggs Mrs F. Brown Mr M. Gibbs Miss F. Keith Ms A. Vallance Mr N. Ladd
Pastoral Team	Mr J. Snowdon Mrs E. Mawer Mr I. Nicholls Mrs A. Henderson

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
Guide to spec con process 2223 FINAL.pdf (jcq.org.uk)	

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 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**, section 1)

This publication 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

DHT Curriculum & Standards

- 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 & 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)

- Candidate required to 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.
- 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, section 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.), an online application for special consideration will be submitted to the relevant awarding body where candidates have been disadvantaged.
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 (GCE and Level 3 exams) or more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 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 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 from a timetabled component/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, 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 taking 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 appropriate evidence signed by a member of the senior leadership team

DHT Curriculum & Standards

- Sign appropriate evidence to support 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 appropriate evidence signed 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

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 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
- **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
- **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 learner's 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 compelling 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 with in 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; brother or sister;
- death of a member of the immediate family within **three 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.