

Special consideration guidance

What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's 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.

All examinations measure what a candidate knows and can do. The overall grade(s) awarded must reflect the level of attainment demonstrated in the examination(s). The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time. Where long term circumstances have prevented the candidate from reaching the competence standards, it may not be possible to make an adjustment.

Which candidates will be eligible for special consideration?

Candidates will be eligible for special consideration if they have been fully prepared but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. Special consideration must be applied for at the time of the assessment.

These include:

- temporary illness or accident/injury at the time of the assessment;
- bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- domestic crisis arising at the time of the assessment;
- serious disturbance during an examination, particularly where recorded material is being used;
- accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- failure by the centre to implement previously approved access arrangements for that specific examination series.

Which candidates will NOT be eligible for special consideration?

Candidates will **NOT** be eligible for special consideration if preparation for, or performance in the examination is affected by:

- long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves at the time of the assessment;
- bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are on-going implications such as an inquest or court case;
- domestic inconvenience, such as moving house, lack of facilities, taking holidays at the time of the assessment;
- minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing;
- the consequences of committing a crime, where formally charged or found guilty;

- the consequences of disobeying the centre's internal regulations;
- quality of teaching or staff shortages,
- misreading the timetable and/or failing to attend at the right time and in the right place;
- misreading the instructions of the question paper and answering the wrong questions;
- making personal arrangements such as a wedding or holiday arrangements which conflict with the examination timetable;
- submitting no coursework or non-examination assessment at all, unless coursework or non-examination assessment is scheduled for a restricted period of time, rather than during the course;
- missing all examinations and internally assessed components/units;
- failure to cover the course because of joining the class part way through;
- a disability or learning difficulties (diagnosed or undiagnosed) unless illness affects the candidate at the time of the assessment or where the disability exacerbates what would otherwise be a minor issue

How does special consideration work?

Those pupils who apply for and subsequently granted special consideration will have an allowance added to their scores.

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.

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.

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.

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);

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.

How to apply for Special consideration

Students should inform one of the following members of staff that they wish to apply for special consideration via email

- Miss Barron (Associate Assistant Headteacher)
- Miss Southern (KS4 pastoral leader)
- Miss Healy (Examination officer)

The designated member of staff will then complete the special consideration request during a meeting with the student.

The request will then be passed to Mr Leach, Deputy Headteacher for final approval.