



**DISCOVERY**  
EDUCATIONAL TRUST

## **Special Consideration Policy (Examinations) 2023/24**

Title	Special Consideration Policy (Examinations) 2023/24
Author/Owner	CHS and SMS Examinations Officers
Status	Final
Issue Date	Nov-23
Senior Leadership Team Review by	CHS - Colin Brodigan - Assistant Headteacher - Examinations and Timetable SMS - John Peacock - Assistant Headteacher - Assessment, Recording and Reporting
Review Cycle	Annual
Review Date	Sep-24
Security Classification	OFFICIAL

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## 1. 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 their 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](#).

## 2. Purpose

The purpose of this Policy is to identify roles and responsibilities in the special consideration process and confirms that both Chase High School (CHS) and St. Martin's School (SMS) ... submit any applications for special consideration where candidates meet the published criteria. (JCQ's [General Regulations for Approved Centres](#), Section 5.9).

## 3. 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 are submitted to Awarding Bodies by the Examinations Officer.

#### Examinations Officer

- Understands the criteria as detailed in [SC](#) to determine where candidates are/are not eligible for special consideration;
- Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to Awarding Bodies.

#### Teaching Staff and/or Additional Learning Support (ALS) Lead/Special Educational Needs and Disabilities Coordinator (SENDCo)

- 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.

## 4. Applying for Special Consideration

Where eligible, special consideration is 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 (NEA), is materially affected by adverse circumstances beyond their control. (SC, Section 2).

For candidates, who are present for the assessment, but disadvantaged CHS and SMS must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or NEA. (SC, Section 3).

1. Where a candidate may arrive for an examination 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 is kept comfortable and under Centre supervision from the required time while appropriate arrangements are put in place for the candidate to take the examination in the best possible conditions;
  - a judgement is made on how the candidate's situation or disposition affected performance in the examination;
  - where appropriate and where eligible, special consideration is applied for.
2. Where candidates may be affected by a major disturbance in the examination room (emergency evacuation etc.), an online application for special consideration is submitted to the relevant Awarding Body where candidates have been disadvantaged.
3. Where a candidate takes multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is more than six hours (GCE and Level 3 examinations) or more than five hours 30 minutes (GCSE, Level 1 and Level 2 examinations) including any approved extra time, but not any time taken for supervised rest breaks, special consideration for an allowance on the last paper taken is applied for.
4. Where a candidate may be affected a minor disturbance in the examination room caused by another candidate (momentary bad behaviour, mobile phone ringing etc.), special consideration cannot be applied for.

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 is applied for if the examination 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 is not awarded. (SC, Section 4).

Where other issues or problems affect a candidate or a group of candidates, special consideration is explored in [SC Section 5](#), and applied for, where eligible. This might include, for example:

- other certification;
- coursework/NEA extensions;
- shortfall in work (coursework/NEA);
- lost or damaged work (NEA components);
- candidates taking an incorrect or defective question paper;
- candidates taking the wrong controlled assessment or NEA assignment.

Where a candidate may be eligible for special consideration (a post assessment adjustment) in a vocational qualification, the Centre follows [SC Section 7](#) and Awarding Body guidance to determine if, when and how an adjustment can be applied for.

## **5. Processing Applications for Special Consideration**

### **Roles and Responsibilities**

#### **Head of Centre**

- Ensures that all eligible applications are supported by appropriate evidence signed by a member of the Senior Leadership Team (SLT).

#### **Senior Leadership Team**

- Sign appropriate evidence to support all eligible applications

#### **Examinations Officer**

- 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 that applications are processed, as required, by the Awarding Bodies;
- Retains evidence to support all applications on file until after the publication of results, and provides the appropriate evidence signed by a member of the SLT 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 ALS Lead/SENDCo**

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

#### **Candidates (or Parents/Carers)**

- Are asked to provide any medical or other evidence that may be required to support an application for special consideration;
- Are informed that all cases must be dealt with by the Centre.

## 6. Submitting Applications for Special Consideration

Where a candidate or group of candidates is/are eligible for special consideration, applications are submitted to the relevant Awarding Body following the published processes in [SC](#).

In cases of online applications for special consideration, the candidate/candidates are 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 is kept on file until after the publication of results.

### Timetabled Written Examinations

- For GCE and GCSE qualifications, applications for individual candidates are 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 examinations affected where a candidate is present, but disadvantaged, and a separate application for each day on which examinations are missed where a candidate is absent from an examination for an acceptable reason, detailed in [SC Section 6](#), are followed;
- For other qualifications, applications are submitted online where the Awarding Body's secure system accepts these;
- **Form 10 Application for Special Consideration** is only 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 are made online where the Awarding Body's secure system accepts group applications, or Form 10 is completed;
- **Form 14 Self-Certification Form** (self-certification for candidates, who have missed an examination) is only completed by a candidate where circumstances warrant this, and is not to be used where the Centre knows that the candidate was ill.

### Internally Assessed Work

- Where appropriate, applications are made online where the Awarding Body's secure system accepts them, or Form 10 is 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 is contacted directly;
- Where an application relates to a shortfall in work for an individual candidate, this is 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](#) is completed and submitted to the Awarding Body.

## 7. Late Applications

If, after the publication of results for a particular examination 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 is informed that late applications are only accepted by an Awarding Body in the most exceptional circumstances, and where a member of the SLT 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 is informed that an application for special consideration cannot be submitted.