



OWNED BY	STUDENT JOURNEY MANAGER/EXAMS OFFICER
Policy	Exams Special Consideration Policy
DATE OF LAST REVIEW	SEPTEMBER 2023
PLANNED NEXT REVIEW	AUGUST 2025
APPROVAL	SLT

Key staff involved in the special consideration process

Role	Name(s)
Head of centre	Matt Reynolds
SENCo	Gill Thomas
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
SLT member(s)	Karen Fraser, Matt Cousins, Richard Stonebridge

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What is special consideration?

“Special consideration is a post-examination adjustment to a candidate’s mark or grade to reflect a temporary illness, temporary injury, or some other event outside of the candidate’s control at the time of the assessment, which 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 seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.”

Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Cirencester College agrees to *“submit any applications for special consideration where candidates meet the published criteria.”*

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 Special Consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the exams team

Exams office team

- Understands the criteria as detailed in Special Consideration 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

Teaching staff and/or SENCo

- 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 in a specific exam series where candidates “...*have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.*”

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 supervision from the required time while appropriate arrangements are put in place for him/her 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 (AS, A2, A-level) 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 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 behavior, mobile phone ringing etc.), special consideration cannot be applied for.

If a candidate is absent for acceptable reasons, and the centre could verify 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. If there is an opportunity to re-enter the candidate in the next available exam series, the centre will make the entry and special consideration will not be applied for

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

- requesting an honorary certificate
- a short extension to controlled assessment/coursework/non-examination assessment deadlines
- submitting a reduced quantity of controlled assessment/coursework/non-examination assessment (shortfall in work)
- lost or damaged work
- candidates taking an incorrect or defective question paper
- candidates undertaking the wrong controlled assessment assignment

Where a candidate may be eligible for special consideration (a post assessment adjustment) in a vocational qualification, the centre will follow Special consideration 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 where a candidate may be a relative of the exams team, the application will be authorised by an alternative member of centre staff

Exams team

- Ensures applications will be processed as required by the awarding bodies
- Keeps evidence to support applications on file until after the publication of results
- Meets the required deadline(s) for submitting applications

Teaching staff and/or SENCo

- 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

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 Special Consideration.

Evidence to support 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 *where a candidate is present but disadvantaged* and a separate application for each day *where a candidate is absent from an examination for an acceptable reason* detailed in Special Considerations will be followed
- For other qualifications, applications are submitted online where the awarding body's secure system accepts these
- The paper [form 10](#) JCQ/SC *Application for special consideration* will only be completed and submitted to the awarding body where the online system does not accept applications for a particular qualification

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- For 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](#) JCQ/ME *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 deadline is being requested an application will be submitted online or by direct email, dependent on the awarding body
- Where an application relates to a shortfall in work, this will be submitted online or by completing form 10, dependent on the awarding body
- Where an application relates to lost or damaged work, this will be submitted online or by completing [form 15](#) JCQ/LCW *Notification of lost centre assessed work*, dependent on the awarding body

Post assessment adjustments – vocational qualifications

- Where relevant and eligible, 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 exams team (not the awarding body) regarding any application for special consideration

Data Protection

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation, or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.