



## **Special Consideration Policy**

The JCQ regulations state that special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition 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 level of attainment in an assessment. Only minor adjustments (up to a maximum of 5%) can be made to the mark awarded because to do more than this would jeopardise the standard of the examination. The overall grades awarded must reflect the level of attainment demonstrated in the examination (not the estimated/forecast attainment). Candidates with long term conditions, disabilities, special educational needs and temporary conditions which occur before the start of the exams, cannot apply for special consideration but are usually eligible for Access Arrangements which are put in place at the start of the exam season (please see our Access Arrangements policy for details).

There are lots of reasons why an exam candidate may be eligible for special consideration such as:

- temporary illness, accident/injury **at the time of the assessment**
- bereavement of a close family member **at the time of the assessment**
- domestic crisis **at the time of the assessment**
- serious disturbance **during an examination**, particularly where recorded material is being used.
- other accidental events **at the time of the assessment** such as being given the wrong paper.

There are also many circumstances where candidates will not be eligible for special consideration, such as:

- Long term illness or other difficulties during the course affecting revision time
- Bereavement occurring more than six months before the assessment
- Domestic inconvenience such as moving house at the time of the assessment
- Minor disturbance in the exam
- The consequences of committing a crime/offence, taking alcohol or drugs
- 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

Special consideration may be applied when a student is **absent** from an exam for acceptable reasons (such as hospitalisation) but only if the student has completed 40% of the total assessment. The awarding of special consideration by the exam board is at their discretion and the final grade awarded is **not** based on mock results or forecast grades.

The Exams Officer will apply for Special Consideration for a student according to the JCQ regulations as outlined in the booklet 'A guide to the special consideration process for general and vocational qualifications'. It is the parent's responsibility to obtain medical evidence, or sign a self-certification form, in the case of illness of a student. The Exams Officer will speak to parents/carers to establish the nature and severity of the illness/circumstances that have affected the student in order to complete the necessary paperwork required by the Exam Board.

Exam Boards do not give the school any feedback/information about how much, if any, special consideration is applied to an exam paper. The school, therefore, will be unable to give information to parents on the matter other than to confirm that the special consideration has been applied for.

Period of policy	2017/18	Date of next review	Jan 2019
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