



EXCELLENCE • LEARNING • LEADERSHIP

ST JOHN'S SCHOOL

Full name of policy:	Special Consideration Policy
Requirement for policy:	To comply with Awarding Body requirements
Name and post of person responsible:	Dan Browning Executive Principal
Highest School body approving the policy:	School Leadership Team
Date of approval:	May 2016
Frequency of review:	Annually
Dates of previous reviews:	May 2016
Date of next formal review:	September 2016
Policy Reference:	All policies can be located on the school website.
Total number of pages: (Including appendices and front sheet)	6 pages
Comments:	This policy should be read in conjunction with: <ul style="list-style-type: none">• Specific Awarding Body requirements and guidelines• Examinations Policy

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What is special consideration?

“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 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.”

[JCQ ‘A guide to the special consideration process’ Chapter 1]

This document is further referred to in this policy as SC

Purpose of the policy

The purpose of this policy is to identify the roles, responsibilities and processes and confirms that St. John’s School (74089) agrees to “*submit any applications for special consideration where candidates meet the published criteria.*”

[JCQ ‘General regulations for approved centres’ Chapter 5]

The policy is annually reviewed to ensure that processes are carried out in accordance with current editions of relevant JCQ publications.

Eligibility for special consideration

Roles and responsibilities

The head of centre will:

- be familiar with the contents, refer to and direct relevant centre staff to the annually updated JCQ publication [SC](#)
- ensure that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the exams officer (EO)

The EO will:

- understand the criteria as detailed in [SC](#) to determine where candidates will/will not be eligible for special consideration
- ensure that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies

Teaching staff and/or the SENCo will provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration.

Candidates (or parents/carers) will 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 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, is materially affected by adverse circumstances beyond their control."

EXAMPLES

- 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 he/she 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
- Where a candidate may be affected by a minor disturbance in the exam room caused by another candidate (momentary bad behaviour, mobile phone ringing etc.), special consideration cannot be applied for
- 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
- Special consideration will be applied for 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)."* This duration will include any approved extra time but not any time taken for supervised rest breaks.

If a candidate is absent for acceptable reasons, and the centre can 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 deadlines
- submitting a reduced quantity of controlled assessment/coursework (shortfall in work)
- lost or damaged work
- candidates taking an incorrect or defective question paper
- candidates undertaking the wrong controlled assessment task

Where a candidate may be eligible for special consideration (a post assessment adjustment) in a vocational qualification, the centre will follow SC and awarding body guidance to determine if, when and how an adjustment can be applied for.

Processing applications for special consideration

Roles and responsibilities

The head of centre will ensure that where a candidate may be a relative of the EO the application will be authorised by an alternative member of centre staff.

The EO will:

- ensure applications are processed as required by the awarding bodies
- meet the required deadline(s) for submitting applications

Teaching staff and/or the SENCo will provide any appropriate evidence or information that may be required to support a candidate's application for special consideration.

Candidates (or parents/carers) will provide any required medical or other evidence that may be required to support an application for special consideration.

Submitting applications for special consideration

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

“Where a candidate is present but disadvantaged for a timetabled written examination, a single on-line application can be made for all affected components once the examinations are over or once the candidate has recovered; whichever occurs first. It is not necessary to make separate applications for individual subjects.”

Where a candidate is absent from an examination for an acceptable reason it is necessary to make a separate application for each day on which examinations are missed.”

- For other qualifications, applications will be 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 where the online system does not accept applications for a particular qualification
- The paper [form 14](#) JCQ/ME *Self certification for candidates who have missed an examination* will only be completed where circumstances warrant this and will not be used where the centre knows the candidate was ill
- Evidence to support online applications will be kept on file until after the publication of results
- 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

Controlled assessment/coursework

- Applications will be made online where the awarding body's secure system accepts them or form 10 will be completed and submitted

Post assessment adjustments – vocational qualifications

- Where relevant and eligible, form [VQ/SC](#) *Application for special consideration Vocational qualifications* will be completed

Submitting applications for controlled assessment/coursework extensions

Applications will be submitted online or by direct email, dependent on the awarding body and as guided in [SC](#).

Submitting applications for shortfall in work

Applications will be submitted online or by completing form 10, dependent on the awarding body and as guided in [SC](#).

Submitting applications for lost or damaged work

Applications will be submitted online or by completing [form 15](#) JCQ/LCW *Notification of lost centre assessed work*, dependent on the awarding body and as guided in [SC](#).