



Special consideration policy

2018/19

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

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Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Ninestiles School, An Academy will submit any applications for special consideration where candidates meet the published criteria. Ninestiles School, an Academy follows JCQ *A guide to special consideration process* to ensure that regulations are met.

What is special consideration?

Special consideration is a post-examination adjustment to candidate's mark or grade to reflect adverse circumstances beyond their control at the time of assessment which had a negative effect on candidate's ability to take an assessment or demonstrate their normal level of attainment.

Special consideration aims to assist a candidate affected by a potential wide range of difficulties, emotional and physical, which may influence performance in examinations.

The allowance for Special Consideration ranges from 0% to 5%. Any adjustment is likely to be small as more than this would jeopardize the standard of the examinations. Special Considerations are only awarded at the discretion of the exam board.

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 for special considerations
- ▶ Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the exams officer

Exams officer

- ▶ Understands the criteria as detailed JCQ *A guide to special consideration process* in 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 covered the whole course, but their performance in examination/assessment was affected by adverse circumstances beyond their control

- ▶ 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
- ▶ 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.
- ▶ 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 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.

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

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:

- ▶ other certification
- ▶ 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)
- ▶ candidates taking an incorrect or defective question paper
- ▶ candidates undertaking the wrong controlled assessment or non-examination assessment assignment

Where a candidate may be eligible for special consideration in a vocational qualification, the centre will follow JCQ regulations 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 member of the family (which includes stepfamily, foster-family and similar close relationships) of the exams officer, the application will be authorised by an alternative member of centre staff

Exams officer

- ▶ Ensures applications will be processed as required by the awarding bodies
- ▶ Keeps evidence to support applications on file until after the publication of results and provides evidence in support of an application where this may be requested by an awarding body
- ▶ Meets the required deadline(s) for submitting applications
- ▶ Informs candidate and/or parents about the special consideration process and the decision taken by the school during this process
- ▶ Should make it clear that applying for special consideration is not a guarantee of receiving it. We will know the outcome of the application but will not be told the amount/percentage applied by the exam board

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. 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 using 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 will be followed
- ▶ 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 to the awarding body where the online system is not available **does not accept applications for a particular qualification**
- ▶ For groups of candidates, applications will be made online where possible **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
 - If possible, medical evidence should be obtained

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

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 officer (not the awarding body) regarding any application for special consideration
- ▶ Ninestiles School, An Academy normally doesn't accept private candidates