



**ST IVO
ACADEMY**
Astrea Academy Trust
INSPIRING BEYOND MEASURE

Special Consideration Policy (Exams)

Approved: Nov 2023

Next review due: Nov 2025

Purpose of the Plan

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that St Ivo Academy will submit any applications for special consideration where candidates meet the published criteria (JCQs General Regulations for Approved Centres Section 5.9).

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 exam/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 his or her normal level of attainment in an assessment.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their exams. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an exam. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the exam (JCQs A Guide to the Special Consideration Process section 1 – this publication is further referred to in this Policy as SC).

Eligibility for Special Consideration

Role 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 will be submitted to Awarding Bodies by the Exams and Assessment Manager.

Exams and Assessment Manager

- Understands the criteria as detailed in SC to determine where candidates will/will not be eligible for special consideration.
- Ensures that, where relevant and in eligible situations, applications for special considerations are submitted to Awarding Bodies.

Teaching Staff and/or 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.

Applying for Special Consideration

Where eligible, special consideration will be applied for at the time of the exam/assessment where candidates have been fully prepared and have covered the whole course but performance in the exam, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control (SC section 2).

For candidates who are present for the exam/assessment but disadvantaged, St Ivo Academy must be satisfied that there has been a material detrimental effect on candidate performance or in the production of coursework or non-examination assessment (SC section 3).

If a candidate is absent from a timetabled exam for acceptable reasons, and the centre can support 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. For unitised exams taken in an exam series prior to certification, candidates must be re-entered for any missed units at the next assessment opportunity. Unless there are difficulties arising eg, group performances which cannot be repeated, special consideration will not be awarded (SC section 4).

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored in SC section 5 and applied for where eligible. This might include:-

- Other certification.
- Coursework/non-examination assessment extensions.
- Shortfall in work (coursework/non-examination assessment).
- Lost or damaged work (non-examination assessment components).
- 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 (a post assessment adjustment) in a vocational qualification, the centre will follow SC section 7 and Award 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 that all eligible applications will be supported and signed evidence produced by a member of the SLT.

Senior Leadership Team

- Produce signed evidence in support of all eligible applications.

Exams and Assessment Manager

- 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 applications will be processed as required by the Awarding Bodies.
- Keeps evidence to support all applications on file until after the publication of results and provides the signed evidence provided by a member of the SLT to support an application where this may be requested by an Awarding Body.
- Meets the required deadlines for submitting applications.

Teaching Staff and/or SENDCo

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

Candidates (or Parents/Carers)

- Provide any medical or other evidence that may be required to support an application for special consideration.
- Will be informed that all cases must be dealt with by the centre.

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 SC.

Evidence to support all 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 in the relevant Awarding Body's secure site.
- The processes for submitting a single application to cover all exams affected where a candidate is present by disadvantaged detailed in SC section 6 will be followed.

- For all other qualifications, applications will be submitted online where the Awarding Body's secure site accepts these.
- The paper Form 10 Application for Special Consideration will only be completed and submitted to an Awarding Body where a paper application is specifically required by the Awarding Body.
- For cases involving groups of candidates, applications will be made online where the Awarding Body's secure site accepts these or Form 10 will be completed.

Internally Assessed Work

- Where appropriate, applications will be made online where the Awarding Body's secure site accepts them or Form 10 will be 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 will be contacted directly.
- Where an application relates to a shortfall in work for an individual candidate, this will be submitted online or by completing Form 10, dependent on the Awarding Body.

Post Assessment Adjustments – Vocational Qualifications

- Where the candidates circumstances are eligible, Form 10 or Form VQ/SC Application for Special Consideration Vocational Qualification will be completed and submitted to the Awarding Body.

Late Applications

If, after the publication of results for a particular exam series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate is eligible, the claimant will be informed that late applications will only be accepted by an Awarding Body in the most exceptional circumstances and where a member of the SLT is able to produce evidence to support a late application.

If a claim is made after the completion of a review of results, the claimant will be informed that an application for special consideration cannot be submitted.