



**ST PETER'S SCHOOL
SPECIAL CONSIDERATION POLICY**

Date of review: January 2025

Date of next review: January 2026

Reviewer: Examinations Officer/Data Manager

Date of Local Advisory Board ratification: (C & S) 6th February 2025

Document Control		
Edition	Issued	Changes from previous
1	Nov 2016	Rewritten policy
2	Nov 2017	No changes
3	Jan 2019	Addition for private candidate
4	Jan 2020	Updated for JCQ regulation changes
5	Jan 2021	Minimal changes due to JCQ regulation updates
6	Jan 2022	Minimal changes due to JCQ regulation updates
7	Jan 2023	Minimal changes due to JCQ regulation updates
8	Jan 2024	Minimal changes due to JCQ regulation updates
9	Jan 2025	Minimal changes due to JCQ regulation updates
Policies/Documents referred to in this policy		Post holders/Persons named in this policy
This policy links to other school policies on:		

This policy is reviewed annually to ensure compliance with current regulations

Special consideration policy

2024/2025

Contents

What is defines special consideration?	3
Purpose of the policy	3
Eligibility for special consideration	3
Roles and responsibilities	3
Applying for special consideration	3
Processing applications for special consideration	5
Roles and responsibilities	5
Submitting applications for special consideration	5
Timetabled written exams	6
Internally assessed work	6
Post assessment adjustments —special considerations (Vocational qualifications)	6
Private candidates	6
Applications post-publication of results	6

What is defines special consideration?

Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessments(s)

Centres **must not** submit applications for special consideration for trivial cases.

Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their assessments. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for a qualification or a unitised examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the qualification.

This publication is further referred to in this policy as SC

Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that St Peter's school agrees to "submit any applications for special consideration where candidates meet the published criteria." [JCQ *General regulations for approved centres* section 5.9]

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 SC
- Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding bodies by the exams officer

Exams officer

- 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 consideration are submitted to awarding bodies

Teaching staff and/or SENCo (or equivalent role)

- 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 assessment 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.*"

For candidates who are present for the assessment, but disadvantaged St Peter's school must be satisfied that there has been a detrimental effect on candidate examination performance or in production of coursework or non-examination assessment. [SC, section 3]

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 centre supervision from the required time while appropriate arrangements are put in place for the candidate 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 is applied for

Where candidates may be affected by a major disturbance in the exam room (emergency evacuation etc.), An online application for special consideration will be submitted to the relevant awarding body where candidates have been disadvantaged.

Special consideration will be applied for an allowance on the last paper taken in a day when a candidate has been entered for three or more exams **timetabled for the same day** and the total duration of those papers is more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 examinations) or more than 6 hours (GCE and Level 3 examinations). (Where extra time has been used following formal approval, this will be included in the calculation. Supervised rest breaks **will not** be included in the total duration of the papers when applying for special consideration.)

Where a candidate may be affected by a minor disturbance in the exam room caused by another candidate such as momentary bad behaviour, a mobile phone ringing, or a momentary fire alarm, the candidate(s) would not be eligible for special consideration.

If there has been a bereavement in the family in the last three months, depending on the relationship special consideration can be applied for.

The centre **must not** submit applications for special consideration for trivial cases.

Examples of trivial cases which **would not** warrant special consideration include, but are not limited to:

- A bird tweeting outside the examination room
- A lorry reversing
- A toilet being flushed
- Doors in a corridor adjacent to the examination room opening and closing
- Very short, momentary noise from, for example, aeroplanes, helicopters, lawn mowers (SC 1)

If a candidate is absent from a timetabled component/unit for acceptable reasons, and the centre is consideration is 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 examinations taken in an examination series prior to certification, candidates must be re-entered for any missed units at the next assessment opportunity. Unless there are difficulties arising, e.g. 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 is explored in SC 5 and applied for where eligible. This might include, for example:

- other certification
- coursework/non-examination assessment extensions
- Shortfall in work (coursework/ non examination assessments)
- 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 follows SC 7 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 that all eligible applications will be supported by appropriate evidence signed by a member of the senior leadership team
- Ensures where a candidate may be a member of the family (which includes stepfamily, foster-family and similar close relationships) or close friend and their immediate family (e.g. son/daughter) of a member of the exams staff, the application will be authorised by an alternative member of centre staff

Senior leadership team

- Sign appropriate evidence to support all eligible applications

Exams officer

- Understands that special consideration must be applied for at the time of 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 are processed as required by the awarding bodies
- Keeps evidence to support all applications on file until after the publication of results and provides the appropriate evidence signed by a member of the senior leadership team to support an application where this may be requested by an awarding body
- 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 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.

In cases of online applications for special consideration, the candidate/candidates will be informed when an application for special consideration is submitted to the awarding body (to ensure compliance with the UK GDPR/Data Protection Act 2018)

Evidence to support all applications will be retained on file until after the publication of results.

Timetabled written exams

- Applications for individual candidates will be submitted online (where the awarding body's secure system accepts these) 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 affected *where a candidate is present but disadvantaged* and a separate application for each day on which exams are missed *where a candidate is absent from an examination for an acceptable reason* detailed in [SC 6](#) will be followed
- **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
- For cases involving groups of candidates, applications will be made online where the awarding body's secure system accepts group applications or form 10 will be completed
- **Form 14 Self certification form** (Self certification for candidates who have missed an examination) will only be completed by a candidate/parent/carer 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 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
- Where an application relates to lost or damaged work, this is submitted online or by completing [form 15 JCQ/LCW Notification of lost centre assessed work](#), dependent on the awarding body

Post assessment adjustments —special considerations (Vocational qualifications)

- Where the learner's circumstances are eligible, form 10 or 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

Applications post-publication of results

If, after the publication of results for a particular exams series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was 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 senior leadership team is able to provide compelling 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.