



# Special Considerations Policy ( Exams)

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Signed: *Dafed*

**Chair of Governors**

Dated: 30/01/2020

Signed: *Ax Gollote*

Dated: 30/01/2020

## Contents

Key staff involved in the special consideration process .....	2
What is special consideration?.....	3
Purpose of the policy .....	3
Eligibility for special consideration .....	4
Roles and responsibilities .....	4
Applying for special consideration .....	5
Processing applications for special consideration.....	6
Roles and responsibilities .....	6
Submitting applications for special consideration .....	7
Timetabled written exams.....	7
Internally assessed work .....	7
Post assessment adjustments – vocational qualifications .....	7
Late applications.....	8
Appendix 1 – Form 10.....	9
Appendix 2 – Form 14.....	11
Appendix 3 – Form 15.....	14

## Key staff involved in the special consideration process

Role	Name(s)
Head of centre	<b>Francis Galbraith</b>
SENCo	<b>Sailesh Roopnarain</b>
Exams officer	<b>Nicola Taggart</b>
SLT member(s)	<b>Jackie Ross</b>
	<b>Sarah Thomas</b>
	<b>Will Atkinson</b>
	<b>Michele Lavelle</b>

## 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 some other event outside of the candidate’s control 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](#) section 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 and responsibilities in the special consideration process and confirms that Goldington Academy will *“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 will be 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 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 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.*”

[[SC](#) chapter 2]

### Examples:

1. 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 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 will be applied for
2. 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.
3. 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 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.
4. 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 in [SC chapter 5](#) and applied for where eligible. This might include, for example:

- other certification
- a short extension to coursework/non-examination assessment deadlines
- submitting a reduced quantity of 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 (a post assessment adjustment) in a vocational qualification, the centre will follow [SC chapter 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 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 exams office staff, the application will be authorised by an alternative member of centre staff

#### Senior leadership team

- Produce/provide signed evidence in support of an application where this may be requested by an awarding body

#### 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

#### 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 in [SC](#).

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

### **Timetabled written exams**

- For 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
- 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* detailed in [SC chapter 6](#) will be followed
- For other qualifications, applications will be submitted online where the awarding body's secure system accepts these
- The paper [form 10](#) *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 ([Appendix 1](#))
- 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
- The paper [form 14](#) *Self certification Form (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 ([Appendix 2](#))

### **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
- Where an application relates to lost or damaged work, this will be submitted online or by completing [form 15](#) *Notification of lost centre assessed work*, dependent on the awarding body ([Appendix 3](#))

### **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

## **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 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 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.



# Appendix 1 – Form 10

JCQ/SC  
Form 10

## Application for special consideration

Awarding Body		Examination series			
Centre No		Centre name			
Candidate No		Candidate name			
Examinations for which an application is made					
Specification Title	Spec. code	Comp./ Unit code(s)	Date of exam	Did not sit component	Sat component but disadvantaged
Date problem began	Is problem continuing? <input type="radio"/> Yes <input checked="" type="radio"/> No				
Summarise adverse circumstances affecting controlled assessment, coursework, non-examination assessment or timetabled written examinations. (N.B. "See attached" will NOT suffice.)					
Current medical/psychological evidence is attached					<input type="radio"/> Yes <input checked="" type="radio"/> No
For incomplete controlled assessments/coursework/non-examination assessment/practical assessments, please indicate the mark awarded and the percentage of work completed. A breakdown of marks must be attached to this form. Centres must not enhance marks themselves.					Mark
					%
Please note components/units taken by the candidate will form the basis of the decision to award special consideration.					
Declaration: I am satisfied that the information provided is accurate and fully support the application.					
Head of centre/Exams officer			Date		
Name (Please print)					
Signature					
For office use					

Page 1 of 2

## Notes on the completion of the special consideration form

1. A separate form should normally be completed for each candidate. For each specification, list all components/units affected. However, in cases where a group of candidates have been disadvantaged by a particular event (e.g. fire alarm) a single form may be submitted. The list of candidates affected must be securely attached to the form.

Please submit the form to the appropriate awarding body within 7 days of the last examination in the specification.

2. Please fill in the details at the top of the form, specifying the examination series concerned e.g. November, January, June.
3. Please fill in the details required in the box **Examinations for which an application is made** specifying the examination component(s) affected, e.g. Paper 1, and ticking the appropriate box to indicate whether the candidate was absent or present but disadvantaged.

Please note that GCSE English Language and GCSE English Literature are separate subjects and, where appropriate, a separate form must be completed for each.

4. Please state on the form the precise nature of the adverse circumstances affecting the candidate, including in the appropriate boxes, the date when the circumstances first began to affect the candidate and whether this continued during the examination.
5. In cases where medical/psychological evidence is available, please ensure that this is securely attached to the form.
6. Please complete the declaration. **The head of centre/examinations officer must support an application for it to be accepted.**
7. This form must be sent to the Special Requirements Unit of the appropriate awarding body and not to the JCQ.
8. **After the publication of results late applications will only be accepted in the most exceptional circumstances and only up until the deadline for enquiries about results for the respective examination series.**

**N.B. This form must only be completed where an awarding body will not accept on-line special consideration applications.**

# Appendix 2 – Form 14

JCQ/ME  
Form 14

## Self certification for candidates who have missed an examination

Please read the notes before completing this form

Awarding Body	<input type="text"/>	Examination series	<input type="text"/>
Centre No	<input type="text"/>	Centre name	<input type="text"/>
Candidate No	<input type="text"/>	Candidate name	<input type="text"/>
Spec No	<input type="text"/>	Subject name	<input type="text"/>
Component number	<input type="text"/>	Date of examination	<input type="text"/>

### Part A: The centre must complete Part A of this form

Please select Yes or No beside the following statements

The centre sent the candidate home ill  Yes  No

(\*if the answer is yes, this form is not required by the awarding body)

The parent/guardian/carer telephoned the centre to say the candidate was ill  Yes  No

(\*if the answer is yes, Part B of this form will need to be completed)

The centre is aware of medical circumstances which may cause absence  Yes  No

(\*if the answer is yes, this form is not required by the awarding body)

The candidate has missed an examination in a terminal series  Yes  No

Head of centre/Exams officer

Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

### Part B: The doctor/nurse or surgery receptionist must complete Part B where appropriate

Please select Yes or No beside the following statements

The patient was seen in the surgery at reception  Yes  No

The patient was seen by a nurse  Yes  No

The patient was seen by a doctor  Yes  No

The patient did not attend the surgery but the doctor/nurse spoke to the parent/guardian/carer on the telephone  Yes  No

The patient was thought to be unfit to sit examinations  Yes  No

Any other relevant information

Signed by member of surgery staff

Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

Practice Stamp:

Page 1 of 3

**Part C: The parent/guardian/carer must complete Part C**

Please select Yes or No beside the following statements

I telephoned the school/college on the day of the examination to say that my son/daughter/ward was too ill to sit an examination  Yes  No

I telephoned the surgery to let them know the symptoms and receive advice  Yes  No

The symptoms were: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration by parent/guardian/carer**

I understand that it is fraudulent to claim that a candidate is ill when he or she is fit to attend for a scheduled examination.

I understand that the results can be withdrawn and the candidate disqualified if fraudulent claims are made.

Signed by parent/guardian/carer \_\_\_\_\_ Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

**Part D: The candidate must sign Part D**

**Declaration by candidate**

I felt too ill to attend my examination.

I understand that my results can be withdrawn or I can be disqualified if I claim to be ill when I was not.

Signed by candidate \_\_\_\_\_ Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

## Notes on the use of the self certification form

**This is not a special consideration form. It does not need to be submitted if the centre knows that the candidate was ill. This form is NOT required in the following circumstances:**

- the candidate has missed a unit and can re-enter at a later date;
- the candidate was sent home ill by the centre;
- the candidate was seen to be falling ill in the centre the day before their absence;
- the centre knows of long-term medical circumstances which can lead to sudden absence;
- the candidate has a prescription or label from medication showing the date when the medicine was prescribed and the name and address of the candidate.

Where the centre can verify the circumstances, they must be stated when making an on-line special consideration application or on the special consideration form (JCQ/SC – Form 10).

**This self certification form must only be used in the following circumstances:**

- the candidate has missed a terminal examination or a unit which cannot be re-entered;
- the centre has no reason to suspect that this may be a fraudulent claim;
- the candidate has been attending other examinations so far without problems.

### Procedure

The centre **must** complete Part A when the parent/guardian/carer telephones the centre and the surgery to say what has taken place.

The candidate/parent/guardian/carer **must** take the form to the surgery for Part B to be completed.

The parent/guardian/carer **must** complete Part C and the candidate completes Part D.

Electronic signatures **are not** permissible. All parties **must** sign the relevant section of the form **by hand**.

This form does not replace the special consideration form. Where an awarding body specifically requires paper forms for special consideration applications, it must be attached to the special consideration form (JCQ/SC – Form 10) relating to a missed examination in a terminal series.

Where an awarding body will only accept on-line special consideration applications, Form JCQ/ME-Form 14 must be retained on the centre's files. An awarding body may request the form for quality assurance purposes.

## Appendix 3 – Form 15

### Notification of lost centre assessed work

JCQ/LCW  
Form 15

Awarding Body		Examination series	
Centre No		Centre name	
Candidate No		Candidate name	
Spec code		Component/unit no	
Component/unit name			
<b>Please complete Section 1 and either 2, 3, 4 or 5 of this form</b>			
<b>Section 1</b>			
Work lost within the centre		Assessment objectives/evidence covered	
<b>Section 2</b>			
The work was marked before it was lost within the centre and the mark can be submitted to the awarding body in the normal way.			
The candidate's total raw mark for this component/unit is:			
<b>Section 3</b>			
The work was not marked before it was lost within the centre.			
The total estimated mark at the time it was lost is:			
<b>Section 4</b>			
Some of the work was marked.		The mark for this work only is:	
Some of the work was not marked.		The estimated mark for this work only is:	
Please attach a breakdown of the available marks, such as a copy of the candidate's record form(s).			
<b>Section 5</b>			
All of the work in the centre was lost or destroyed and estimated marks are attached on a separate sheet.			<input type="checkbox"/>
			Please tick box.
<b>Declaration</b>			
I can verify that the candidate's work was lost within the centre, as detailed above, and that it was monitored whilst in progress. I am satisfied that this loss was not a consequence of negligence on the part of the candidate. I support this application.			
Head of centre/Exams officer		Date	
Name (Please print)			
Signature			

Page 1 of 2

### Notes on the completion of Form 15, Notification of lost centre assessed work

- Candidates are responsible for taking care of their work. This form is to be used to notify an awarding body when work has been lost through no fault of the candidate.
- If the work was marked before it was lost within the centre, the raw mark can be submitted to the awarding body in the usual way and recorded in Section 2. Marked work must not be in the candidate's possession. On the computer generated mark sheet the centre must indicate against the candidate's mark the code 'LCW15'.
- If the work was not marked, an estimated mark may be submitted, in Section 3, based on the teacher's knowledge of the work whilst it was being monitored for authentication purposes. Estimated marks must not be entered on mark sheets.
- The mark must reflect the level of attainment actually reached in the work and not what might have been achieved if the work had been completed.
- If some of the work has been marked and some has not been marked prior to being lost within the centre, the actual mark and the estimated mark must be entered in Section 4.
- If all the unmarked work for the centre has been lost, for example in a fire, a list of candidates showing the rank order, what was lost and the level of attainment known to have been reached in each case must be attached to the form.
- A copy of the form must be sent to the awarding body and to the moderator by the date for the submission of marks. An application for lost work will not be accepted after the publication of results.

**N.B. AQA and OCR centres must not submit Form 15 – JCQ/LCW. Applications must be submitted on-line using e-AQA or OCR Interchange as appropriate.**