



# Bryanston School

## Special Consideration Policy 2019-20

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Director of Academic Administration	
Date of next review	October 2020

## Key staff involved in the special consideration policy

Role	Name(s)
Head of Centre	Mark Mortimer
SENCo	Lindsay Marriott
Exams Officer	Ros Johnson
SLT member	David James (Deputy Head Academic)

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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 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.*

*All examinations are measuring what a candidate knows and can do. The overall grades awarded must reflect the level of attainment demonstrated in the examination(s). The grades awarded do not necessarily reflect the candidate’s true level of ability if attainment has been considerably affected over a long period of time.*

*Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.”*

[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 roles and responsibilities in the special consideration process and confirms that Bryanston School 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

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 2](#)]

## 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

## Categories of special consideration

Candidates may be eligible for special consideration in the following categories:

- 2.1.1 *temporary illness or accident/injury at the time of the assessment*;
- 2.1.2 *bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible)*;
- 2.1.3 *domestic crisis arising at the time of the assessment*;
- 2.1.4 *serious disturbance during an examination, particularly where recorded material is being used*;
- 2.1.5 *accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time*;
- 2.1.6 *participation in sporting events, training camps or other competitions at an international level at the time of certification, e.g. representing their country at an international level in football or hockey*;
- 2.1.7 *failure by the centre to implement previously approved access arrangements for that specific examination series.*

[SC 2](#)

## Illness/injury

Candidates who are suffering a temporary illness or accident/injury at the time of the assessment may be eligible for special consideration.

### Procedures:

If a candidate is unwell on the day of an exam, s/he MUST report to the medical centre as soon as possible (includes day pupils). If this is prior to the exam, he/she can then be kept under supervision until the appropriate arrangements are put in place for him/her to take the exam in the best possible conditions. If a candidate becomes unwell during the exam, s/he must immediately inform the invigilator who will log the information and take any necessary action. The candidate MUST report to the medical centre immediately after the exam. Candidates who report any illness after the exam has taken place will not be eligible for special consideration. Following the exam, a judgement will be made on how the candidate's situation or disposition affected performance in the exam and special consideration will be applied for accordingly.

## Other issues

If a candidate feels s/he is disadvantaged at the time of the assessment by other (non-medical) issues, they should report the circumstances to the invigilator (during the exam) or the exams officer as soon as possible and within 24 hours of the exam itself. Candidates who report being disadvantaged by adverse circumstances after 24 hours will not be eligible for special consideration.

## Categories of special consideration

There are two categories of special consideration:

### 1) Candidates who are present for the assessment but disadvantaged [SC 3](#)

Candidates may be eligible for an allowance up to a maximum of 5% of the total raw marks available in the component concerned.

## 2) Candidates who are absent from a timetabled component/unit for acceptable reasons [SC 4](#)

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

## Other categories

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored in [SC 5](#) 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)
- ▶ lost or damaged work
- ▶ candidates taking an incorrect or defective question paper
- ▶ candidates undertaking the wrong controlled assessment or non-examination assessment assignment

## Processing applications for special consideration

Candidates can only be eligible for special consideration if they are disadvantaged *at the time of the assessment*. For this reason, applications for special consideration can only be processed retrospectively (i.e. after the assessment has taken place) and on a paper by paper basis.

## Roles and responsibilities

### 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

### Invigilators, 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)

- ▶ 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 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

- ▶ 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 does not accept applications for a particular qualification
- ▶ 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

### **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](#) *JCQ/LCW Notification of lost centre assessed work*, dependent on 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