



## Special Consideration Policy

**Review Period**      Annually      **Last Review Date**      September 2025      **Next Review Date**      September 2026

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## 1. Policy Information

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|-----------------------------------|----------------------|
| <b>Centre name</b>                | Sutton House Academy |
| <b>Centre number</b>              | 16611                |
| <b>Date policy first created</b>  | 05/01/2024           |
| <b>Current policy approved by</b> | SLT                  |
| <b>Current policy reviewed by</b> | Jonathan Lee         |
| <b>Date of review</b>             | September 2025       |
| <b>Date of next review</b>        | September 2026       |

## 2. Key Staff involved

| <b>Role</b>      | <b>Staff Name</b>                        |
|------------------|--|
| Head of centre   | Eglantin Muca (Landi)                    |
| Senior Leader(s) | Rachael Wyatt (Teaching & Learning Lead) |
| Exams Officer    | Jonathan Lee                             |
| SENCo            | Lauren Stephens                          |

This policy is reviewed and updated annually to ensure that the special consideration process at Sutton House Academy is managed in accordance with current JCQ requirements and regulations.

References in this policy to GR, SC and ICE relate to the JCQ documents General Regulations for Approved Centres, A Guide to the Special Consideration Process and Instructions for Conducting Examinations.

### **3. Introduction**

Special consideration may be applied where a candidate has been fully prepared for assessments but is temporarily prevented from demonstrating their normal level of attainment due to adverse circumstances beyond their control at the time of an assessment. Special consideration cannot remove the difficulty faced, but may allow a small adjustment to reflect the impact of the circumstances.

The decision as to whether a candidate meets the eligibility criteria rests with the centre. Applications will only be submitted where the centre supports the request and appropriate evidence is available. Speculative or trivial applications will not be submitted.

### **4. Purpose of the Policy**

The purpose of this policy is to identify roles and responsibilities within the special consideration process and to confirm that Sutton House Academy will submit applications where candidates meet the published JCQ criteria.

### **5. Eligibility for Special Consideration**

Candidates may be eligible where their performance in an examination, coursework or non-examination assessment is materially affected by adverse circumstances beyond their control. Candidates will not be eligible where preparation or performance is affected by factors specifically excluded by JCQ guidance.

### **6. Roles and Responsibilities**

#### **6.1 Head of Centre**

- ensures the centre follows current JCQ guidance
- authorises applications where criteria are met

#### **6.2 Exams Officer**

- assesses eligibility using JCQ criteria
- submits applications by awarding body deadlines
- retains evidence to support applications

#### **6.3 Senior Leaders**

- authorise appropriate supporting evidence

#### **6.4 Other Staff**

- provide relevant evidence or information where required

#### **6.5 Candidates and Parents/Carers**

- provide medical or other evidence to support applications where requested

## **7. Applying for Special Consideration**

Where a candidate is eligible, applications will be made at the time of the assessment using the awarding body's secure system or paper-based forms where required. Evidence will be retained by the centre until after results are issued.

Applications may relate to, but are not limited to:

- illness or injury at the time of assessment
- serious disturbance during the examination
- acceptable absence from an assessment in the terminal series
- loss or damage to assessed work

Special consideration will not be applied for minor or trivial disturbances.

## **8. Processing and Submitting Applications**

Applications are submitted by the Exams Officer in accordance with JCQ deadlines. Candidates will be informed when an application has been submitted. Late applications will only be considered in exceptional circumstances and must be supported by compelling evidence.

## **9. Record Keeping**

All records relating to special consideration applications will be stored securely and retained in line with JCQ retention guidance.

## **10. Changes for 2025/2026**

No additional changes applicable.