



Woodhey High School

Special Consideration Policy

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Reviewed by: Emma Kerrigan (Exams Officer) Approved by: Gary Holden (Assistant Head Teacher)	
Date of next review	September 2024

Key staff involved in the policy

Role	Name(s)
Head of Centre	Dean Watson
Senior Leader(s)	Gary Holden (AHT)
SENCo	Carla Fleming
Exams Officer	Emma Kerrigan
Data and Examinations Manager	Emily Bond

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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 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 examinations. 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 examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination. (JCQ's **A guide to the special consideration process**, section 1)

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 Woodhey High School will submit any applications for special consideration where candidates meet the published criteria. (JCQ's 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 Line Manager/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 coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. (SC 2)

For candidates who are present for the assessment but disadvantaged Woodhey High School must be satisfied that there has been a material detrimental effect on candidate

examination performance or in the production of coursework or non-examination assessment. (SC, section 3)

Examples of when an application for special consideration may be requested are provided below. This list is not exhaustive:

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 6 hours for GCE exams or more than 5 hours 30 minutes for GCSE, Level 1 and Level 2 exams, including any approved extra time but not any time taken for supervised rest breaks, special consideration for an allowance on the last paper taken will be applied for.
4. Where a candidate suffers from a flare up of an existing condition during an examination e.g. migraine, IBS.
5. 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.

Please see '*A Guide to the Special Consideration Process – General and Vocational Qualifications*' for further details.

If a candidate is absent from a timetabled component/unit 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 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 will be 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 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 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 signed evidence produced by a member of the senior leadership team

Senior leadership team

- Produce signed evidence in support of all eligible applications (See Appendix 1 Confirmation of Support for a Special Consideration Application)

Exams Officer

- 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 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 Line Manager/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
- 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 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
- 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
- For other qualifications, applications will be submitted online where the awarding body's secure system accepts these
- Form 10 **Application for special consideration** will only be completed and submitted to the 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 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 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 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 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

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 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.

Appendix 1 – Confirmation of Support for a Special Consideration Application

JCQ/SC
Form 10

Application for special consideration

Awarding Body		Examination series			
Centre No		Centre name			
Candidate No		Candidate name			
Examination(s) 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? Yes No				
Summarise adverse circumstances affecting coursework, non-examination assessment or timetabled written examinations. (NB 'See attached' will NOT suffice.)					
Current medical/psychological evidence is attached					Yes No
For incomplete 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/Senior Leader		Date			
Name (Please print)					
Signature					
For office use					

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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, 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 or a member of the senior leadership team 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 must be submitted before the deadline for reviews of marking and moderation for the respective examination series.**

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