MOSAIC LEARNING TRUST

Raising Aspirations, Empowering Futures

SPECIAL CONSIDERATION POLICY

JCQ – Good Practice - 6

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1. Purpose of the Policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Standish Community High School agrees to "submit any applications for special consideration where candidates meet the published criteria.

2. 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.

3. The Following Must Be Considered

All applications are made online and have to meet the requirements set by JCQ in order to be accepted.

The decision as to whether to make an application rests with the Head of School, with assistance from the Exams Manager, whose decision is final.

The maximum allowance, in the most extreme circumstances, is 5% of the marks for a given paper. In practice, most candidates receive 2% or less.

For absence, a doctor's note is required, and it is recommended that one is obtained for any medical condition.

The exam boards will never discuss special consideration for individual candidates, and were results are issued it is not possible to determine what allowance, if any, has been granted.

The deadline for applications is 3 week after the last summer season exam, and the exam boards will not usually accept requests for special consideration made after this date. This date will be confirmed by February half term.

4. Roles and Responsibilities

Head of Centre

Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ publications on Special Considerations.

Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the Exams Manager.

Exams Officer

Understands the criteria as detailed in (SC) to determine where candidates will/will not be eligible for special considerations.

Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to the awarding bodies.

Teaching Staff/SENDCo
Provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special considerations.

Candidates/Parents
Provide any medical or other evidence that may be required to determine eligibility for special consideration.

5. 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."

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.

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.

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 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.

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 and applied for where eligible. This might include, for example, other certification windows.

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 awarding body guidance to determine if, when and how an adjustment can be applied for.

6. 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 a close friend and their immediate family (e.g. Son/Daughter) of a member of the Exams Manager, 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 the awarding body.

Exams Manager
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 SENDCo
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.

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

7. Submitting Applications for Special Consideration

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

Separate application will need to be made if a candidate is absent and then on another day disadvantaged.

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.

The paper form 14 Self certification form (Self Certification for candidates who have missed an examination) will only be completed where circumstances warrant this and will not be used where the centre knows the candidate was ill.

8. 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 is submitted online or by completing form 15 JCQ/LCW Notification of lost centre assessed work, dependent on the awarding body.

9. 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

10. Private Candidates

Any private candidate entered by the centre must liaise with the Exams Manager (not the awarding body) regarding any application for special consideration. Standish Community High School currently does not accept private / external candidates.

11. 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 the 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 considerations cannot be submitted.