



CHALLNEY HIGH SCHOOL FOR GIRLS

SPECIAL CONSIDERATION POLICY

Legal

- To meet the requirements of the Joint Qualifications Council (JCQ)
- To meet the requirements of examination organisations used by the school

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Examinations Officer and reviewed by the Senior Leadership Team
- The Headteacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require

Prepared by: Examinations Officer

Reviewed by: Assistant Headteacher

Approved by: SLT and School Governors

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]

Purpose of the policy

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

Roles and responsibilities

Head of Centre	<ul style="list-style-type: none">• Are familiar with the contents, refer to and direct relevant centre staff to the annually updated JCQ publication ‘A guide to the special consideration process’.• Aware of the special consideration process of all awarding organisations used by the school.• Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding organisations by the Examinations Officer.
Exams Officer	<ul style="list-style-type: none">• Understands the criteria as detailed in all relevant JCQ and awarding organisation documentation to determine where candidates will/will not be eligible for special consideration.• Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding organisations in a timely manner.• Informs candidate and parents about the special consideration process and the decision taken by the school during this process.• Should make it clear that applying for special consideration is not a guarantee of receiving it. We will know the outcome of the application but will not be told the amount/percentage applied by the awarding organisation.• Keeps evidence to support applications on file until after the publication of results.

SENCo / Year Team	<ul style="list-style-type: none"> • Requests and provides any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration.
Invigilators	<ul style="list-style-type: none"> • Provides information to the Examinations Officer in cases where candidates may have been affected by a major disturbance in the exam room (e.g. emergency evacuation), and may therefore be eligible for special consideration.
Candidate, Parents/Carers	<ul style="list-style-type: none"> • Provide any required medical or other evidence that may be required to support an application for special consideration during this process.

Applying for special consideration

Where eligible, special consideration is 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"

If a candidate is absent for acceptable reasons, and the centre can verify this, special consideration is applied for if the exam missed is in the final relevant examination session 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 is not applied for.

Where other issues or problems affect a candidate or a group of candidates, the awarding organisation guidelines may possibly detail other special consideration options that are available. For example:

- requesting an honorary certificate
- a short extension to controlled assessment / non-examination assessment deadlines
- submitting a reduced quantity of controlled assessment / non-examination assessment (shortfall in work)
- lost or damaged work
- candidates taking an incorrect or defective question paper
- candidates undertaking the wrong controlled assessment assignment

Submitting a request for special consideration

Timetabled written exams	<ul style="list-style-type: none"> • For GCSE qualifications, applications for individual candidates are submitted online by logging into the relevant awarding organisation secure extranet site and following the links to special consideration. From here you can process a single application to cover all exams where a candidate is present but disadvantaged and separate applications for each day where a candidate was absent from an examination for an acceptable reason. • For other qualifications, applications are submitted as per awarding organisation guidelines
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	<ul style="list-style-type: none"> • The JCQ Form 10 'Application for special consideration' is only completed and submitted where the online system does not accept applications for a particular qualification. • For groups of candidates, applications are made online where the awarding body's secure system accepts group applications or JCQ Form 10 will be completed. • The JCQ Form 14 'Self certification for candidates who have missed an examination' is only completed by a candidate where circumstances warrant this and is not used where the centre knows the candidate was ill
Internally assessed work	<ul style="list-style-type: none"> • Where appropriate, applications are made online where the awarding organisations secure system accepts them or JCQ Form 10 is completed and submitted. • Where a short extension to a deadline is being requested an application is submitted online or by direct email, dependent on the awarding organisation. • Where an application relates to a shortfall in work, this is submitted online or by completing JCQ Form 10, dependent on the awarding body. • Where an application relates to lost or damaged work, this is submitted online or by completing JCQ Form 15 'Notification of lost centre assessed work' dependent on the awarding body.
Vocational Qualifications	<ul style="list-style-type: none"> • Where a candidate may be eligible for special consideration (a post assessment adjustment) in a vocational qualification, the centre follows the awarding organisations guidance to determine if, when and how an adjustment can be applied for.

GCSE Minimum requirements for enhanced grading in cases of acceptable absence

The 2019-20 JCQ regulations state that 25% of the total assessment must be completed.