



## Special consideration policy 2018-19

**Lead Person:**

**Director of Studies**

**Governing Body Committee:**

**Admissions**

**Required by:**

**JCQ**

**Review:**

**November 2019**

### **Contents**

Purpose of the policy .....	1
Eligibility for special consideration .....	1
Roles and responsibilities.....	1
Applying for special consideration.....	2
Processing applications for special consideration .....	3
Roles and responsibilities.....	3
Submitting applications for special consideration.....	3
Timetabled written exams .....	3
Internally assessed work.....	4

### **Purpose of the policy**

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

### **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 A guide to the special consideration process 2018-19 ( referred to as SC)
- Ensures that, where relevant and in eligible situations, applications for special consideration are 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 are submitted to awarding bodies

### **Teaching staff and/or 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 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

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 he/she 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 is applied for

Where candidates may be affected by a major disturbance in the exam room (emergency evacuation etc.), special consideration is 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 (AS, A2, A-level) 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 is 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 is not applied for

Where other issues or problems affect a candidate or a group of candidates, special consideration is explored and applied for where eligible. This might include, for example:

- requesting an honorary certificate
- 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 assignment

### **Processing applications for special consideration**

#### **Roles and responsibilities**

##### **Head of centre**

- Ensures where a candidate may be a relative of the exams officer, the application is authorised by an alternative member of centre staff

##### **Exams officer**

- Ensures applications are 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 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**

- 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 are submitted to the relevant awarding body following the published processes in SC.

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

#### **Timetabled written exams**

- For GCE and GCSE qualifications, applications for individual candidates are 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 *where a candidate is present but disadvantaged* and a separate application for each day *where a candidate is absent from an examination for an acceptable reason* detailed in SC 6 are followed
- For other qualifications, applications are submitted online where the awarding body's secure system accepts these
- The paper form 10 *JCQ/SC 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 form 10 will be completed
- The paper form 14 *JCQ/ME 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**

- Where appropriate, applications are made online where the awarding body's secure system accepts them or 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 body
- Where an application relates to a shortfall in work, this is 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