



St Bernard's Catholic High School

Special Consideration Policy

Policy Name	Special Consideration Policy
Policy Group	Curriculum Policies
Policy Produced By	L Hamilton
Date Policy Updated	01/05/2024
Date SLT Agreed	02/05/2024
Date Governors Approved	
Date of Next Review	01/05/2025
Linked or Related Policies	
Named Persons in this policy	None





Introduction

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that St Bernard's Catholic High School agrees to

“submit any applications for special consideration where candidates meet the published criteria.”

[JCQ General Regulations for approved centres, section 5.9 (SC)]

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. This has to have taken place at the time of the assessment, and must have been 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.

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

Procedures

Special consideration will be applied for in cases where a candidate meets the requirements set out in 'A guide to the special consideration process' JCQ (2024). The school will follow the procedures outlined in this document to process any applications.

Applications for special consideration must be made at the time of the assessment. It is the responsibility of the candidate to make the Examinations Officer aware of any circumstances which could qualify them for special consideration. The Examinations Officer will submit any applications for special consideration on a case-by-case basis, the decision as to whether to make an application rests with the Examinations Officer, whose decision is final.

Additional evidence may be required, pastoral leaders will have responsibility for liaising with parents and candidates to obtain this evidence. For absence a doctor's note is required, and it is recommended that one is obtained for any medical condition.

The head of centre will authorise all applications for special consideration.

Staff 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 examinations officer
- 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 office staff, the application will be authorised by an alternative member of centre staff
- Informs candidates and parents of this policy

Examinations 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
- 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/SENCo

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

Candidates/Parents

- Inform the Examinations Officer of any circumstances which could fall under special consideration.
- Provide any evidence requested as part of an application.

Appeals

If you wish to appeal against our decision to decline requests for special consideration arrangements, please do so in writing to the Head of Centre within 10 working days of notification of decision.