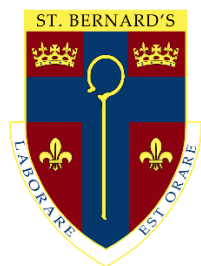


Special Consideration Policy

Policy Group	Exam Policies
Policy Produced By	L Hamilton
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Linked or Related Policies	
Named Persons in this policy	None

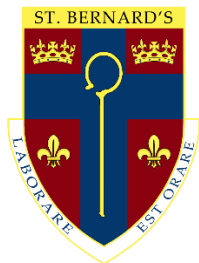


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Guidance

This policy takes into account the JCQ's *General regulations for approved centres* (GR). It is also informed by the JCQ document *A guide to the special consideration process*. This publication is further referred to in this policy as SC.

Introduction

Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s).

Centres must not submit applications for special consideration for trivial cases.

Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their assessments. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for a qualification or a unitised examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the qualification. (JCQ's *A guide to the special consideration process*, 1)

Purpose of the policy

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 5.9i).

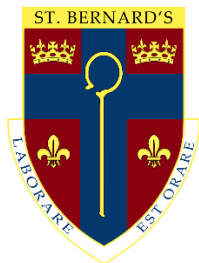
General Principles

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 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.



St Bernard's Catholic High School

Eligibility for special consideration

Roles and responsibilities

Head of centre

- Is familiar with the contents, refers to and directs relevant centre staff to 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 (or equivalent role)

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

Candidates (or parents/carers)

- Inform the exams officer of any circumstances which could fall under special consideration
- 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 at the time of the assessment 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).

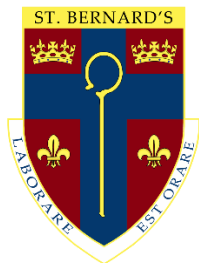
For candidates who are present for the assessment but disadvantaged the school must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment (SC 3).

If a candidate is absent from a timetabled component/unit for acceptable reasons, and the centre is prepared to support an application for special consideration, 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 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 taking 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.



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Processing applications for special consideration

Roles and responsibilities

Head of centre

- Informs candidates and parents of this policy
- Authorises applications for special consideration, and 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, then the application will be authorised by an alternative member of centre staff
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the examinations officer
- Ensures that all eligible applications will be supported by appropriate evidence signed by a member of the senior leadership team

Senior leadership team

- Sign appropriate evidence to support all eligible applications

Exams officer

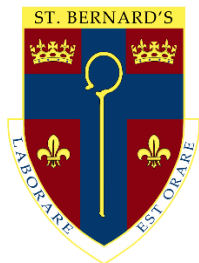
- Understands that special consideration must be applied for at the time of the assessment
- Understands that special consideration cannot be applied in a cumulative fashion and that where a candidate may be affected by different indispositions, special consideration should only be applied for the most 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 appropriate evidence signed 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

- Provide any appropriate evidence or information that may be required to support a candidate's application for special considerations

Candidates (or parents/carers)

- Will be asked to provide any 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



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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 retained on file until after the publication of results.

Timetabled written exams

- Applications for individual candidates will be submitted online (where the awarding body's secure system accepts these) 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
- JCQ [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
- JCQ [Form 14 Self certification form](#) (Self certification for candidates who have missed an examination) will only be completed by a candidate/parent/carer 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 for an individual candidate 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 – special consideration (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

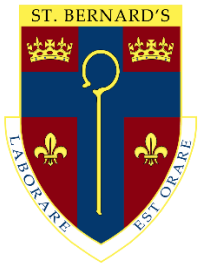
Private candidates

- Any private candidate entered by the centre must liaise with the exams officer (not the awarding body) regarding any application for special consideration

Applications post-publication of results

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.



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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 5 working days of notification of decision.