# Special Consideration Policy

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| **Audience** | All stakeholders |
| **Status / review cycle** | Annually |
| **Current review** | Nov 2026 |
| **Next review** | Nov 2027 |
| **Review committee** | Curriculum Management |
| **Staff lead** | Sara Sweeney |

## 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 that this would jeopardize the standard of the examination.

[JCQ A guide to the special consideration process section 1]

## Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirm that Esher Sixth Form College will submit any applications for special consideration where candidates meet the published criteria

## Roles and responsibilities

### The role of the Head of centre

- Be familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ publication
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the examinations officer

**The role of the Examinations officer**

- To refer to the criteria detailed in the JCQ document **A guide to the special consideration process** to determine where a candidate is / is not eligible for special consideration
- To ensure that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies

**The role of the senior leader**

- To authorise appropriate evidence to support all eligible applications

**The role of other staff**

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

**Candidates (or parents/carers)**

- To provide any medical or other evidence that may be required to determine eligibility for special consideration

**Eligibility for special consideration**

- Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination or in the production of coursework or NEA, is materially affected by adverse circumstances beyond their control (SC2.1)

- Where eligible, special consideration will be applied for at the time of the assessment.

**Candidates who are present for an assessment but disadvantaged**

For candidates who are present for the assessment but disadvantaged the College 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.

**Some examples of the most common scenarios are provided below.**

1. Where a candidate arrives for an exam and is clearly unwell, and/or is 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 considered and put in place for the candidate to take the exam in the best possible conditions
   - a judgement will be made by the examinations officer, after conferring with the candidate, on how the candidate's situation or disposition may have affected performance in the exam
   - where appropriate and where eligible, special consideration will be applied for

2. 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.

3. 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 including *any approved extra time and supervised rest breaks, as defined in AAaRA 5.1* special consideration for an allowance on last paper taken will be applied for.

4. 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) or outside bird noise, **special consideration cannot be applied for.**

**Candidates who are absent from a timetabled component/unit for acceptable reasons**

If a candidate is absent for acceptable reasons, and the centre can verify this either through receipt of medical evidence or a self-certification form, special consideration will be applied for if the exam missed is in the terminal series and the minimum requirements for enhanced grading 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)

**Other issues**

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

- other certification
- 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 the appropriate guidance in the JCQ publication together with awarding body guidance to determine if, when and how an adjustment can be applied for.

**Processing applications for special consideration**

**Roles and responsibilities**

**The role of the Head of centre**

- To ensure, before any applications are processed, that the centre is satisfied that the candidates' circumstances warrant special consideration, as set out within the JCQ document **A guide to the special consideration process** (SC 6)
- To ensure that any applications for special consideration where candidates meet the published criteria and are sufficiently evidenced will be submitted to the relevant awarding body (SC 6)

**The role of Examinations officer**

- To ensure applications will be processed as required by the awarding bodies
- To ensure that a candidate/candidates (or a parent/carer) understands all cases must be dealt with by the centre
- To understand that special consideration must be applied for at the time of the assessment
- To ensure that special consideration cannot be applied in a cumulative fashion and where a candidate may be affected by different indispositions, special consideration should only be applied for the most serious indisposition
- To keep evidence to support applications on file until after the publication of results and provides the appropriate evidence authorised by a member of the SLT to support of an application where this may be requested by an awarding body
- To meet the required deadline(s) for submitting applications

**The role of other staff**

- To provide any appropriate evidence or information that may be required to support a candidate's application for special consideration

**The role of candidates (or parents/carers)**

- To provide any required medical and/or other evidence, or self-certification, 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 will be submitted to the relevant awarding body following the published processes in the current JCQ guide to the special consideration process

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

**Timetabled written exams**

- Applications for individual candidates will be submitted online via the relevant awarding body secure extranet site and following the links to special consideration.
- A paper JCQ Form 10 (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 a JCQ Form 10 will be completed
- A paper JCQ Form 14 (self-certification for candidates who have missed an examination) will only be completed by a candidate where circumstances warrant this and will not be used where the centre knows the candidate was ill or a medical letter has been provided

**Internally assessed work**

- Where appropriate, applications will be made online where the awarding body's secure system accepts them, or the JCQ Form 10 will be completed and submitted to the awarding body

**Post assessment adjustments – vocational qualifications**

- Where relevant and eligible a JCQ VQ/SC Form (Application for special consideration Vocational qualifications) will be completed and submitted to the awarding body

- Where an application relates to a shortfall in work for an individual candidate, this will be submitted by completing Form 10, attached to a breakdown of marks across the assessment objectives

**Late applications**

If, after the publication of results for a particular exam series, a request is made for special consideration that was not applied for at the time of an assessment where a candidate was eligible, the candidate/carer/parent 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.

The application must be submitted before the deadline for reviews of results for the respective exam series.

**Updated November 2026**