

Special Considerations Policy - Exams



Title: Special Considerations Policy (Exams)

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Publication:

Staff area of Intranet

Student and Public area of Internet

This process is reviewed annually to ensure compliance with current regulations

Key Staff involved in the Special Consideration Procedure

Role	Name(s)
Head of Centre	Joel Wirth
Exams Manager Line Manager (Member of SLT)	Chris Walls
Exams Manager	Sarah Maddison

What are special consideration?

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the assessment**. It is applied when the issue or event has had, or is reasonably likely to have had, a material detrimental 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 go some way to compensate a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination. (JCQ's *A guide to the special consideration process*, section 1)

This publication is further referred to in this policy as [SC](#)

Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Thomas Rotherham College will submit applications for special consideration where candidates meet the published criteria.

Eligibility for special considerations

Roles and 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 Exams Manager

Exams Manager

- 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

- 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 considerations

Where eligible, special consideration will be applied for after 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.

For candidates who are present for the assessment, but disadvantaged Thomas Rotherham 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.

1. 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 centre supervision from the required time while appropriate arrangements are put in place for the candidate 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 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 (GCE and Level 3 exams) or more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 exams) including any approved extra time but not any time taken for supervised rest breaks, special consideration for an allowance on the 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.), special consideration cannot be applied for.

If a candidate is absent from a

timetabled component/unit for acceptable reasons, and the centre can support this, 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.

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

- other certification
- coursework/non-examination assessment extensions
- lost or damaged work (non-examination assessment components)
- 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 awarding body guidance to determine if, when and how an adjustment can be applied for.

Processing applications for special considerations

Head of Centre

- Ensures all eligible applications will be supported by signed evidence

Exams Manager

- 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 signed evidence provided by the applicant 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 consideration

Candidate (or Parents/Carers)

- To complete the Special Considerations form which is available from the Exams Manager
- Will be asked to provide any required 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

Submitting applications for special considerations

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 kept on file until after the publication of results.](#)

Timetabled written exams

- For GCE and GCSE qualifications, applications for individual candidates will be 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 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 will be followed
- For other qualifications, applications will be submitted online where the awarding body's secure system accepts these
- **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
- **Form 14 Self certification form** (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

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 – 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 Manager (not the awarding body) regarding any application for special consideration

Late applications

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 an applicant 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.

Appendix 1



Special Consideration Request

Request for medical and/or exceptional personal circumstances to be presented to the Exam Board(s) for Special Consideration.

If you have any illness or suffer a personal misfortune (i.e., bereavement, accident, injury, sickness, etc.), which may affect your exam performance, arising shortly before or during your exams, you might be eligible for a 'Special Consideration' from the Exam Boards(s).

Please be aware that any adjustment to the marks or grades of a student who is eligible for this is likely to be small (consideration given but addition of marks considered inappropriate) 0% - 5% (maximum allowance, reserved for exceptional cases) and no feedback from the Exam Board(s) is ever provided.

INSTRUCTIONS

PLEASE PRINT CLEARLY USING BLACK INK

The Special Consideration Form must be completed and accompanied by the appropriate evidence (unless submitted previously) to the Examinations Office up to three days after the examination or assessment for which you would like to apply. **This information will be treated confidentially**

We advise you to keep a copy of the completed form for your own records

STUDENT DETAILS

Surname:		Date of Birth:	
First Name:		Student ID No:	
Contact Telephone No:		Candidate No:	

PERIOD COVERED BY MEDICAL AND/OR EXCEPTIONAL PERSONAL CIRCUMSTANCES

From:		To:	
Year of Study:			

EXAMINATIONS & ASSESSMENTS AFFECTED

Date(s)	Module/Assessment Titles	Module Code

NATURE OF MEDICAL AND/OR EXCEPTIONAL PERSONAL CIRCUMSTANCES

Please provide detailed information in relation to the circumstances you believe may have had an adverse effect on your performance in the module(s), use a continuation sheet if necessary. This will be brought to the attention of the Exam Board(s).

PLEASE STATE IF DOCUMENTARY EVIDENCE IS ATTACHED TO SUPPORT YOUR CASE:

Evidence might include – a letter from a parent/guardian, hospital, counsellor, solicitor, funeral director, or court; doctor/medical certificate; police report; copy of death certificate; insurance document.

Any details of a confidential nature may be placed in a sealed envelope and attached to this form.

A statement in support of this claim is attached ☐ Yes ☐ No

STUDENT SIGNATURE

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Signed:		Date:	
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PARENT/GUARDIAN INFORMATION

Full Name:		Date:	
Signature:		Relationship To Student:	

Policy Review Frequency	Annual
Policy to be approved by	SLT
Date of Review	September 2025
Key Updates at latest review	•
Approved by Chair	
Next Review	September 2026
Lead Professional / External Review	Sarah Maddison / Chris Walls
Communication	Policy Acceptance
Document Location	Policy Acceptance, Every Compliance System, Website
PA/HR Officer	Katie Holland