HAMMERSMITH Academy

Special Consideration Policy

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Key staff involved in the exams policy

Role	Name(s)
Head of centre	**Gary Kynaston**
Exams officer line manager (Senior Leader)	**Hendrix Emanuel**
Exams officer (EO)	**Lucie Hrabankova**
ALS lead/SENCo	**Tariq Hilman, Paulina Wajler**
SLT member(s)	**Chris Wilson, Connie Walkers, Hodo Isse, Kevin Yiminyi**
IT Staff	**Bekim Kastrati**
Site Staff	**Anthony Raftery, Julio Pena Vera,**

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 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, section 1)

Purpose of the policy

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

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 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

- 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 will be applied for in a specific exam series where candidates

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 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.), an online application for special consideration will be submitted to the relevant awarding body where candidates have been disadvantaged.

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 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 the 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 is prepared to support an application for 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. 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 will not be applied for.

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 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 SC 7 and awarding body guidance to determine if, when and how an adjustment can be applied for.

Processing applications for special consideration

Roles and responsibilities

Head of centre

- Ensures that all eligible applications will be supported by appropriate evidence signed by a member of the senior leadership

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 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 ALS lead/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 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

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.

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 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 will be followed

- For other qualifications, applications will be submitted online where the awarding body's secure system accepts these
- The paper 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 groups of candidates, applications will be made online where the awarding body's secure system accepts group applications or form 10 will be completed
- The paper 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 deadline is being requested, the awarding body will be contacted directly
- Where an application relates to a shortfall in work, this will be submitted online or by completing form 10, dependent on the awarding body

Post assessment adjustments – vocational qualifications

- Where relevant and 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

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 a member of the senior leadership team is able to produce 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.

JCQ/SC
Form 10

Application for special consideration

Awarding Body		Examination series	
Centre No		Centre name	
Candidate No		Candidate name	

Examinations for which an application is made

Specification Title	Spec. code	Comp./ Unit code(s)	Date of exam	Did not sit component	Sat component but disadvantaged

Date problem began	Is problem continuing?
_____	○ Yes ◉ No

Summarise adverse circumstances affecting controlled assessment, coursework, non-examination assessment or timetabled written examinations. (N.B. "See attached" will NOT suffice.)

Current medical/psychological evidence is attached	○ Yes ◉ No

For incomplete controlled assessments/coursework/non-examination assessment/practical assessments, please indicate the mark awarded and the percentage of work completed. A breakdown of marks **must** be attached to this form. Centres **must not** enhance marks themselves.	Mark	%

Please note components/units taken by the candidate will form the basis of the decision to award special consideration.

Declaration: I am satisfied that the information provided is accurate and fully support the application.

Head of centre/Exams officer	Date
Name (Please print)	
Signature	

For office use

Notes on the completion of the special consideration form

1. **A separate form should normally be completed for each candidate. For each specification, list all components/units affected. However, in cases where a group of candidates have been disadvantaged by a particular event (e.g. fire alarm) a single form may be submitted. The list of candidates affected must be securely attached to the form.**

   Please submit the form to the appropriate awarding body within 7 days of the last examination in the specification.

2. Please fill in the details at the top of the form, specifying the examination series concerned e.g. November, January, June.

3. Please fill in the details required in the box **Examinations for which an application is made** specifying the examination component(s) affected, e.g. Paper 1, and ticking the appropriate box to indicate whether the candidate was absent or present but disadvantaged.

   Please note that GCSE English Language and GCSE English Literature are separate subjects and, where appropriate, a separate form must be completed for each.

4. Please state on the form the precise nature of the adverse circumstances affecting the candidate, including in the appropriate boxes, the date when the circumstances first began to affect the candidate and whether this continued during the examination.

5. In cases where medical/psychological evidence is available, please ensure that this is securely attached to the form.

6. Please complete the declaration. **The head of centre/examinations officer must support an application for it to be accepted.**

7. This form **must** be sent to the Special Requirements Unit of the appropriate awarding body and **not** to the JCQ.

8. **After the publication of results late applications will only be accepted in the <u>most exceptional circumstances</u> and only up until the deadline for enquiries about results for the respective examination series.**

N.B. This form must only be completed where an awarding body will not accept on-line special consideration applications.