



Special Consideration

The following information is taken from guidance issued by the Joint Council for Qualifications.

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. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

For more information on eligibility or adjustments for Special Consideration please click <https://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2017-2018>.

The decision **made by the awarding body** (e.g. CCEA) will be based on various factors which may vary from one subject to another.

An application for Special Circumstances has to be made by the Centre (Friends' School). **Applications must be submitted by the Centre within seven days of the last examination in the session in each subject.** Late applications are only accepted in the most exceptional circumstances.

If a Candidate is affected by any of the criteria listed in JCQ definitions on Special Consideration they must:

- Contact the school / teacher responsible at the earliest opportunity.
- A parent / guardian should provide a cover note to outline, in detail, the nature of the issue and how it has affected the candidate.
- If the issue is **medically related** it is essential that there is a signed declaration from the Doctor on headed paper outlining how the candidate may potentially be disadvantaged.

- In relation to Special Circumstances all information needs to be processed and returned to the examination body within **one week of the examination**.

For applications concerning pupils taking **AS and A2 examinations** (Years 13 and 14), please contact Mr McKinley; for applications for pupils taking **GCSEs** (Years 11 and 12), please contact Mrs Lowe.