



Special Consideration Policy

2021/2022

Summer 2022 Special Consideration Process

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Key staff involved in the special consideration process

Role
Head of Centre
SENDCo
Exams officer
SLT member(s)

What is 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 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 examinations. It cannot remove the difficulty faced by the candidate. This means that there will be 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 [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 Watford UTC agrees will...*submit any applications for special consideration where candidates meet the published criteria*

[JCQ [General regulations for approved centres](#) Section 5.9]

Eligibility for special consideration

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 (EO)
- 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 the awarding bodies by the exams officer
- makes the decision and authorises the submission of all special consideration applications to the awarding body

Exams Officer

- Ensures applications approved by the Acting Principal have been sent to the awarding body within the timescale

Teaching staff and/or the SENDCo

- 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 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 controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. ([SC](#), section 2)

For candidates who are present for the assessment but disadvantaged Watford UTC 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](#), section 3)

- 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
 - emergency access arrangements will be applied for if required
 - where appropriate and where eligible, special consideration will be applied for

- Where candidates 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
- 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
- Where a candidate takes multiple exams (three or more exams) timetabled for the same day and the total duration of those papers is more than 5 hours 30 minutes for GCSE examinations or more than 6 hours for GCE examinations including any approved extra time but not any time taken for supervised rest breaks, special consideration for an allowance on the last paper 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 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 . ([SC](#), section 4)

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored in [SC5](#) 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 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 signed evidence produced by a member of the senior leadership team
- Approves all special consideration applications prior to the exams officer sending to the awarding body

Senior leadership team

- Produce signed evidence or email in support of 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
- ensure 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 or emailed request for application provided by a member of the senior leadership team to support an application where this may be requested by an awarding body
- meet the required deadline(s) for submitting applications

Teaching staff and/or the SENDCo

- will be asked to provide any required medical or other evidence that may be required to support a candidate's application for special consideration

Candidates (or parents/carers)

- will be asked 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 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 procedures in [SC](#).

Evidence to support 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 process 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
- 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 the online system does not accept applications for a particular qualification
- 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
- The paper [form 14 Self certification form](#) (*Self certification for candidates who have missed an examination*) will only be completed where circumstances warrant this and will not be used where the centre knows the candidate was ill
- Evidence to support online applications will be kept on file until after the publication of results

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 officer (not the awarding body) regarding any applications 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

Appendix 1

Summer 2022: Application for Special Consideration Process

This appendix is provided as a supplement to Watford UTC's Special Consideration Policy 2022, to confirm how the special consideration process in the context of the summer 2022 exam series and the UK Health Security Agency's guidance and in accordance with the JCQ awarding bodies' supplementary guidance will be applied

Eligibility for special consideration

In accordance with the JCQ regulations and as is normal in a standard examination series, candidates are expected to complete exams to receive a grade. Watford UTC staff will wherever possible encourage candidates to attend for their exams. There may be exceptional cases through where this may not be possible, e.g. a temporary illness on the day of the examination

In the case of a candidate with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19, Watford UTC will, and expect the candidate to, adhere to the current UKHSA guidance where it may apply on the day of the candidate's exam(s).

Special Consideration when a candidate is absent

In accordance with the JCQ awarding bodies' guidance, the awarding of a grade through the special consideration process can only be made where a candidate is absent from an examination or non-examination assessment component for an acceptable reason.

A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason. This includes a candidate who is displaying the symptoms described in the UKHSA guidance as advising them to stay at home (e.g. a high temperature for those aged 18 and under) as well as those with a positive COVID-19 test result.

Where a candidate still wishes to attend an examination, despite having symptoms (e.g. a high temperature) or a positive COVID-19 test Watford UTC will:

- encourage the candidate to follow the UKHSA's guidance relevant to the candidate's age (e.g. 18 and under or 19 and over) as advising them to stay at home
- reassure the candidate about their eligibility for special consideration. As examinations have been spaced by at least 10 days in every A-level and GCSE subject, grades can be awarded on the other components completed

If the candidate still requests to attend the examination, Watford UTC will follow the advice in UKHSA's updated health protection in education and childcare settings guidance which includes

reference to public health exclusions to indicate the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage.

Evidencing a candidate's eligibility for special consideration

When dealing with a candidate who is absent from an examination for an acceptable reason in line with the UKHSA guidance (on people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19), Watford UTC will expect the candidate and parent/carer/guardian to complete the relevant sections of the adapted Form 14 E JCQ/ME - *Self-certification for candidates in England who have missed an examination June 2022 series*

Form 14 (E), will be available for candidates under Examinations on the Watford UTC website for the candidate and parent/carer/guardian to complete and sign the relevant section of the form and should be returned to the centre via email, post or taken to reception within 5 days of the absence.

In the case of a positive COVID-19 test result, the centre will need to be informed of the date of the positive test.

Watford UTC will request proof of a positive test. A record of the test result, such as a photograph, should be sent as supporting evidence. A test kit will be sent out by the school, if required.

By signing Form 14 (E)

Parents/carers/guardians will be declaring their understanding that:

It is fraudulent to claim that candidates are ill when they are fit to attend for a scheduled examination

It is fraudulent to claim that candidates have a positive Covid test when they do not

Results can be withdrawn, and the candidates disqualified if fraudulent claims are made

Candidates will be declaring their understanding that their results can be withdrawn or they can be disqualified if:

They claim to be ill when they were not

Claim to have symptoms and following UKHSA guidance when they do not

Claim to have a positive Covid result when they do not

If Watford UTC suspects the authenticity of the details provided by a candidate within Form 14 (E), the matter will be investigated as suspected candidate malpractice using the standard JCQ policy and procedure¹.

Minimum requirements for a candidate to receive a grade through the special consideration process

The JCQ guide to the special consideration process outlines the minimum requirements for an adjustment to be made to the grade where a candidate is absent for an acceptable reason.

In accordance with the supplementary guidance issued (*on the special consideration process for centres in England June 2022 examination series*), due to the exceptional circumstances, the

¹ Refer to the JCQ publication *Suspected Malpractice Policies and Procedures* (www.jcq.org.uk/exams-office/malpractice/)

awarding bodies will award a grade where eligible candidates have completed the assessment(s) for at least one whole component within the specification.

However, the guidance also confirms:

- A candidate cannot receive a grade for A-level Biology, Chemistry, Geology or Physics by only completing the Practical Skills Endorsement
- A candidate cannot receive a grade for GCSE English Language by only completing the Spoken Language Endorsement
- As in all previous standard examination series, a qualification award will not be made where none of the examinations/assessments within a specification have been completed