

Ballyclare Secondary School



Special Consideration Policy

“Every child deserves a rewarding educational experience.”

<i>Date of last review</i>	<i>March 2023</i>
<i>To be reviewed by</i>	<i>March 2025</i>

Contents

<i>Item</i>	<i>Page</i>
<i>What is Special Consideration</i>	<i>3</i>
<i>Eligibility for special consideration</i>	<i>3</i>
<i>Applying for special consideration</i>	<i>3</i>
<i>Processing applications for special consideration</i>	<i>4</i>
<i>Minimum requirements for enhanced grading in cases of acceptable absence</i>	<i>4</i>

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 than this would jeopardize the standard of the examination.”

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

Eligibility for special consideration

Roles and responsibilities

Exams officer:

- Understands the criteria as detailed by JCQ to determine where candidates will/will not be eligible for special consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding bodies

SENCo/Head of Year/Head of Pastoral:

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

Chief Invigilator/Invigilator:

- Provides information to the EO in cases where candidates may be affected by a major disturbance in the exam room (emergency evacuation etc.), and may therefore be eligible for special consideration

Candidate (or parents/carers):

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

Applying for special consideration

Where eligible, special consideration is applied for in a specific exam series 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.”*

If a candidate is absent for acceptable reasons, and the centre can verify this, special consideration is applied for if the exam missed is in the final relevant examination session

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 is not applied for.

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

- Requesting a short extension to controlled assessment/coursework/non-examination assessment deadlines
- Submitting a reduced quantity of controlled assessment/coursework/non-examination assessment (shortfall in work)
- Lost or damaged work
- Candidates undertaking the wrong controlled assessment assignment

Processing applications for special consideration

Roles and responsibilities

Exams officer:

- Ensures applications are processed as required by the awarding bodies and by the published deadlines
- Keeps evidence to support applications on file until after the publication of results
- Meets the required deadline(s) for submitting applications
- Informs candidate and parents about the special consideration process and the decision taken by the school during this process.
- Should make it clear that applying for special consideration is not a guarantee of receiving it. We will know the outcome of the application but will not be told the amount/percentage applied by the exam board.
- For GCE and GCSE qualifications, applications for individual candidates are 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*

Parents/carers will:

- Provide any required medical or other evidence that may be required to support an application for special consideration

Minimum requirements for enhanced grading in cases of acceptable absence

The minimum requirements for enhanced grading in cases of acceptable absence are detailed below. In all cases, candidates must have covered the whole course.

GCE AS and A-level qualifications: at least 40% of the total assessment must have been completed. Please note that partially completed AS or A2 units are not acceptable.

A Level

- AS linear specifications: 40% of the total assessment must have been completed.
- AS unitised specifications: 40% of the total assessment must have been completed.
- Enhancement given at AS level (unitised specifications) will be carried forward to A-level.
- A-level linear specifications: 40% of the total assessment must have been completed.
- A-level six-unit award (unitised specifications): 40% of the total assessment must have been completed with at least one A2 unit completed.
- A-level four-unit award (unitised specifications): 40% of the total assessment must have been completed with at least one A2 unit completed.
- An A-level award (unitised specifications) will not be issued on the basis of AS units alone.

GCSE

- GCSE: 40% of the total assessment must be completed.