



Request for a Special Consideration Application

Summer 2024

What is Special Consideration?

Special consideration is a post examination adjustment to a candidate's grade or mark to reflect a temporary illness, temporary injury or some other event outside of the candidate's control **at the time of 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 be applied if the production of coursework or non-examination assessment is materially affected by adverse circumstances beyond the pupil's control. This includes controlled assessment tasks, speaking assessments, practical examinations etc. Special consideration can be applied for any pupil doing GCSE, AS or A2 examinations (Year 11, 12, 13 or 14).

How can I apply?

An application can be made to the relevant Examination Board by the School on behalf of your son/daughter. The School will submit the application based upon the information you provide, and it is the Examination Board who will decide whether special consideration is granted, and the tariff that should be awarded.

If you believe that the above circumstances are applicable to your son/daughter, you need to inform the School's Examination Team by completing the following form:

[https://docs.google.com/forms/d/e/1FAIpQLSdfRf-xzT2iO2coz5K4V2-
TES29OWI9jUZBMluQhqyMcLMDA/viewform?usp=sf_link](https://docs.google.com/forms/d/e/1FAIpQLSdfRf-xzT2iO2coz5K4V2-
TES29OWI9jUZBMluQhqyMcLMDA/viewform?usp=sf_link)

You will need to provide details of the assessment(s) affected and the event which you believe has had a material effect on your son/daughter's ability to take the assessment(s). Medical or other evidence will be required by the School before an application for Special Consideration can be submitted.

It is strongly advised you to read the JCQ document "*A guide to the special consideration process*" which can be found on the link below. This document provides details of what type of disadvantage is accepted by the examination boards, and the range of tariffs that can be awarded.

https://www.jcq.org.uk/wp-content/uploads/2023/08/Guide_to_spec_con_process_2023_24_FINAL.pdf

Please note the final date for submitting this request for a special consideration application is Wednesday 26 June 2024. Please do not assume the School is aware of the situation regarding your son/daughter but complete this request to inform the Examinations Team.

If you have any queries or concerns, please contact Mrs Reid.