HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

Special Consideration Policy

Version	5
Date created/updated	October 2025
Ratified by	Local Governing Body
Date ratified	02/12/2025
Date issued	03/12/2025
Policy review date	Autumn 2026
Post holder responsible	Exams Officer
Director / LGB Chairperson	Mr G Taylor Smith

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Special Consideration Policy has been approved and adopted by Hagley Catholic High School Governing Body on the 2nd December 2025 and will be reviewed in Autumn 2026.

Signed by LGB representative for Hagley Catholic High School:

G Taylor Smith

Signed by Principal:

J Hodgson

Summary of changes

What defines special consideration? – paragraph 2,3, 4 and 5 added.

Applying for special consideration – Where other issues or problems affect a candidate …

Bullet point removed– coursework/non examination assessment extensions.

Bullet point added - candidates issued with an incorrect or incomplete question paper, set the wrong coursework or non-examination assessment task or taught the wrong set text.

Roles and responsibilities –

- **Head of centre -** bullet points added
- **Senior leadership team –** bullet points amended

Submitting applications for special consideration – Timetabled written exams – 2 bullet points removed.

Submitting applications for special consideration – Internally assessed work – bullet points amended.

Applications post-publications of results – last paragraph amended.

Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s).

A centre must decide whether the candidate meets the published criteria for special consideration. An awarding body cannot determine the candidate's eligibility and make the decision for the centre.

Applications must only be processed where they are supported by the centre and the candidate meets the published criteria for special consideration with evidence in place.

If the centre does not support an online application for special consideration, then it must not be submitted to the relevant awarding body or bodies. Speculative applications for special consideration cannot be accepted.

Where a candidate does not meet the published criteria for special consideration, the awarding body will reject the application and provide clear reasons for doing so.

*Centres **must not** submit applications for special consideration for trivial cases.*

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)

This document 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 Hagley Catholic High School agrees to "submit any applications for special consideration where candidates meet the published criteria." (JCQ General regulations for approved centres section 5.10)

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.

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 (or equivalent role)

- 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 coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control."

For candidates who are present for the assessment but disadvantaged Hagley Catholic High School must be satisfied that there has been a material effect on candidate examination performance or in the production of coursework or non-examination assessment (SC, section 3)

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. Special consideration will be applied for an allowance on the last paper taken in a day when a candidate has been entered for three or more exams **timetabled for the same day** and the total duration of those papers is more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 examinations) or more than 6 hours (GCE and Level 3 examinations). (Where extra time has been used following formal approval, this will be included in the calculation. Supervised rest breaks **will not** be included in the total duration of the papers when applying for special consideration.)
4. Where a candidate may be affected by a minor disturbance in the exam room caused by another candidate such as momentary bad behaviour, a mobile phone ringing, or a momentary fire alarm, the candidate would not be eligible for special consideration..

The centre **must not** submit applications for special consideration for trivial cases.

Examples of trivial cases which **would not** warrant special consideration include, but are not limited to:

- A bird tweeting outside the examination room
- A lorry reversing
- A toilet being flushed
- Doors in a corridor adjacent to the examination room opening and closing
- Very short, momentary noise from, for example, aeroplane, helicopters, lawn mowers (SC 1)

If a candidate is absent from a timetable component or unit for acceptable reasons, and the centre is prepared to support an application for special consideration, 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 4)

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;
- shortfall in work (coursework/non-examination assessment)
- lost or damaged work (non-examination assessment components);
- candidate issued with an incorrect or incomplete question paper, set the wrong coursework or non-examination assessment task or taught the wrong set text

Where a candidate may be eligible for special consideration (a post assessment adjustment) in other 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 - Principal

- Ensures, before any applications are processed, that the centre is satisfied that the candidates' circumstances warrant special consideration, as set out within the JCQ document *A guide to the special consideration process*
- Ensures that any applications for special consideration where candidates meet the published criteria and are sufficiently evidenced will be submitted to the relevant awarding body

Senior leadership team

- Authorise appropriate evidence to support all eligible applications;
- Ensures that if the centre does not support an application for special consideration, it will not be submitted to the relevant awarding body

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 authorised by a member of the senior leadership team 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 SENCo (or equivalent role)

- 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.

In cases of online applications for special consideration, the candidate/candidates will be informed when an application for special consideration is submitted to the awarding body (to ensure compliance with the UK GDPR/Data Protection Act 2018).

Evidence to support applications will be retained on file until after the publication of results.

Timetabled written exams

- Applications for individual candidates will be submitted online (where the awarding body's secure system accepts these) 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 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;
- Form 14 Self certification form (Self certification for candidates who have missed an examination) will only be completed by a candidate/parent/carer 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 Application for special consideration will be completed and submitted to the awarding body;
- Where an application relates to a shortfall in work for an individual candidate, this will be submitted by completing form 10, attached to a breakdown of marks across the assessment objectives.

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.

Applications post-publication of results

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 compelling evidence to support a late application.

The application must be submitted before the deadline for reviews of results for the respective exam series.