



Special Consideration Policy

GLOBAL EDUCATION PLATFORM
(GEP)

Global Education Platform - Special Consideration Policy

1. Policy Overview

The Global Education Platform (GEP) Special Consideration Policy outlines the process for supporting learners who encounter unexpected challenges that affect their ability to perform optimally during assessments. The policy ensures fair treatment for learners whose performance is impacted by unforeseen circumstances beyond their control, in alignment with the JCQ's Access Arrangements and Special Consideration guidelines.

2. Definition of Special Consideration

Special consideration refers to adjustments made to assessment conditions to support learners affected by unexpected situations that negatively impact their performance in internal assessments (assignments) or attendance on the day of external assessments (examinations). It applies when learners experience difficulties despite being well-prepared, such as falling ill right before an exam or facing a family emergency on the day of an assignment deadline.

Special consideration is typically applied before or on the examination day or immediately before or on the submission date of an internal assessment. It is not available for learners who are unable to take the assessment at all; in such cases, short-term or long-term extensions may be requested, subject to approval by the awarding body.

3. Examples of Situations Where Special Consideration May Be Applied

To clarify how special consideration works, here are scenarios where it may be applicable in vocational assessments:

- **Disturbances During an Exam:** If construction noise occurs outside the exam room, making it difficult for a learner to concentrate, special consideration may be used to adjust grading criteria.
- **Failure to Implement Approved Access Arrangements:** When a learner is not provided the approved accommodations (e.g., extra time for a learning difficulty) on exam day, special consideration may be used to ensure fair assessment.
- **Temporary Illness or Accidents:** If a learner breaks an arm shortly before the exam, they may be granted additional support, such as a scribe or extra time.
- **Accidental Events During Assessment:** When a learner is given the wrong exam paper or materials fail to arrive for a practical test, special consideration may ensure they are assessed fairly despite these issues.
- **Bereavement at the Time of Assessment:** If a learner has recently experienced the loss of a close family member, special consideration can provide understanding and necessary adjustments.
- **Domestic Crises:** A learner dealing with a serious family issue (e.g., a parent's hospitalisation on the exam day) may receive adjustments in recognition of the emotional impact.

4. Process for Special Consideration

GEP assesses each request for special consideration on a case-by-case basis, taking into account the unique circumstances of the learner.

4.1 Application Process

- **Submission Requirements:** Learners must complete the Special Consideration claim form, which is available upon request.
- **Deadline for Submission:** The form should be submitted to GEP up to 10 working days before an exam or submission date, but no later than 10 working days after the exam or assessment date.
- **Supporting Documentation:** All applications must include official evidence, such as a medical certificate for illness or documentation regarding a family emergency.
- **Communication of Requirements:** Information on deadlines and required documentation will be provided to learners, admissions managers, and agents via email to ensure a smooth application process.

4.2 Decision-Making Criteria

The decision regarding a Special Consideration claim is based on factors such as:

- **Severity of the Circumstances:** For example, a severe illness is considered more significant than a minor inconvenience.
- **Timing of the Incident:** The closer the incident is to the assessment date, the more likely special consideration is to be granted.
- **Impact on Performance:** GEP assesses how the situation has affected the learner's ability to perform.

Each case is evaluated with empathy and fairness to ensure that learners are not penalised for circumstances beyond their control.

5. Monitoring and Evaluation

GEP is committed to transparency and confidentiality throughout the special consideration process:

- **Data Collection:** Records of special consideration requests are kept confidential in accordance with the UK Data Protection Act.
- **Regular Reporting:** Reports on special consideration applications are submitted to the Head of the Awarding Body for review. Recommendations for procedural improvements may be made if necessary.

6. Example in Practice

For instance, if a learner submits a request for special consideration due to a car accident that occurred on the morning of their exam, GEP will evaluate the claim based on the evidence provided (e.g., a police report). If approved, the learner might be given additional time for an alternative assessment or have the grading criteria adjusted to reflect the circumstances.


7. Exclusions from Special Consideration

Learners who are unable to take the assessment at all are not eligible for special consideration. In such cases, an extension may be requested if a valid reason (e.g., serious medical condition) is provided and approved by the awarding body.

8. Policy Review

This policy will be reviewed regularly to ensure its continued effectiveness and compliance with updated regulations.



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