

Key staff involved in Special Considerations Policy:

Role	Name(s)
Head of Centre	Doug Thomas
SENDCo	Frankie Myers
Exams Officers	Kathy Ollis-Brown
SLT Member(s)	Sam Channon, Jemma Lyons, Rebecca Newey

Purpose of the policy

This policy details how West Sussex Alternative Provision College identifies roles and responsibilities in the special consideration process and confirms that we will *submit any applications for special consideration where candidates meet the published criteria.* (GR 5.9.i)

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy relate to/are directly taken from JCQ publications [General Regulations for Approved Centres](#) (GR) and [A Guide to the Special Consideration Process](#) (SC).

What is special consideration?

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside 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 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 large adjustments would jeopardize the standard of the qualification. (SC 1)

Eligibility for special consideration

Roles and responsibilities

Executive Headteacher/Head of School/Centre Manager

- Is familiar with the contents, refers to and directs relevant centre staff to the current version of 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.
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies.

Teaching staff and/or 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 in an exam series 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.* (SC 2.1)

For candidates who are present for the assessment, but disadvantaged WSAPC *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 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 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.
- Where appropriate and where eligible, special consideration will be applied for.

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.

Allowance on the last paper taken in a day when a candidate has been entered for three or more examinations timetabled for the same day and the total duration for those papers is more than 5 hours 30 minutes for GCSE exams. Where extra time has been used following formal approval, this should be included in the calculation. Supervised rest breaks must not be included in the total duration of the papers when applying for special consideration. (SC 4.2.5)

Where a candidate may be affected by a *minor disturbance in the examination room caused by another candidate, such as bad behaviour or a mobile phone ringing*. Special consideration cannot be applied for. (SC 2.3.4)

If a candidate has missed a timetabled component/unit for acceptable reasons and the centre is prepared to support an application for special consideration, an adjustment may be made to the grade. (SC 4.1)

For Special Considerations to be applied for GCSE, *one whole component, which is a minimum of 15% of the total assessment, must have been completed. (SC 4.5)*

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.
- Coursework/non-examination assessment extensions.
- Shortfall in work (coursework/non-examination assessment).
- Lost or damaged work (coursework/non-examination assessment).

- Candidates taking an incorrect or defective question paper.
- Candidates undertaking the wrong controlled assessment assignment or non-examination assessment.
- Cyber attack significantly affecting the completion of candidates' coursework/non-examination assessments.

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

Executive Headteacher/Senior Leadership Team

- Ensures that all eligible applications will be supported by appropriate evidence signed by the head of centre or SLT.

Head of School/Centre Managers

- Inform a candidate when an application for special consideration is submitted to the awarding body. Ensuring WSAPC is complying with the UK GDPR/Data Protection Act 2018.

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 signed by a member of the senior leadership team to support an application where this may be requested by an awarding body.
- Process special consideration application online via the relevant awarding body portal.
- Meets the required deadline(s) for submitting applications.

Teaching staff and/or SENDCo

- 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.

(SC 6)

Submitting applications for special consideration

Timetabled written exams

- Before processing online applications, the centre must be satisfied that the candidates' circumstances warrant special consideration, and that applications are sufficiently evidenced.

- For 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 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 where a candidate is absent from an examination for an acceptable reason detailed in SC 6 will be followed.
- 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.
- 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.
- Form 14 *Self certification for candidates who have missed an examination* will only be completed by a candidate where circumstances warrant this and is not 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 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 candidate'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.

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.

ISSUED	April 2017
ADOPTED BY WSAPC	April 2017
REVIEWED	November 2025
NEXT REVIEW DATE	November 2026