



Bailey Street Alternative Provision Academy Special Considerations Policy

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Updated: New Policy

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This policy will be reviewed in full by the Governing Body on an annual basis. This policy was written on 1st February 2022 and ready to be agreed by the governing body. It is due for review on [1st February 2023].

Signature:
Date: 01/02/2022

Assessment Coordinator – Susan Phung

New policy written to support the assessment and data processes of Bailey Street AP Academy September 2021.

Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Bailey Street agrees to “submit any applications for special consideration where candidates meet the published criteria.” [\[JCQ General regulations for approved centres Chapter 5\]](#)

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.”

[\[JCQA guide to the special consideration process Chapter 1\]](#)

Eligibility for special consideration

Special consideration must be applied for following a specific examinations series. Candidates will be eligible for special consideration if they 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. These include:

- Temporary illness or accident/injury at the time of the assessment;
- Bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- Domestic crisis arising at the time of the assessment;
- Serious disturbance during an examination, particularly where recorded material is being used;
- Accidental events at the time of the assessment such as being given the wrong examination paper or failure or practical equipment
- Participation in sporting events, training camps or other competitions at an international level at the time of certification
- Failure by the centre to implement previously approved access arrangements for that specific examination series

When candidates have been fully prepared for the specification but the wrong texts have been chosen, special consideration may be given at the discretion of the awarding body. Centres are advised that it is their responsibility to ensure that the correct texts are taught. Where this has not happened there can be no guarantee that a candidate will receive special consideration. Such instances will be investigated by the awarding body on a case by-case basis

Candidates who are present for the assessment but disadvantaged

Special consideration will normally be given by applying an allowance of marks to each component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune. The maximum allowance given will be 5% of the total raw marks available in the component concerned, including controlled assessment/coursework/non-examination assessment.

The decision made by the awarding body will be based on various factors which may vary from one subject to another. These may include:

- The severity of the circumstances
- The date of the examination in relation to the circumstances
- The nature of the assessment, e.g. whether written papers are affected as opposed to controlled assessment/coursework/non-examination assessment, or whether a Practical Test or a Speaking Test is involved

Candidates who are absent for acceptable reasons

If a candidate is absent for acceptable reasons, and the centre can verify this, special consideration can be applied for if the exam missed is in the final relevant examination session. If there is an opportunity to re-enter the candidate, the next available exam series, the centre will make the entry and special consideration is not applied for.

Roles and responsibilities

Head of Centre

- Must be familiar with the contents, refer to and direct relevant centre staff to the annually updated JCQ publication
- Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding bodies by the exams officer

Exams officer/SENCo

- Understands the criteria as detailed in the JCQ publication A guide to the special consideration process 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
- Provides any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration.

Invigilators

- Provides information to the Exams Officer 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

Roles and responsibilities

Head of Centre

- Chairs a formal review process which will involve any of Deputy Head, Exams Officer, Head Pastoral, SENCo and other relevant teachers/invigilators as appropriate so that a decision can be made as to whether candidate should be entered for special consideration

(candidate present but disadvantaged).

- Ensures where a candidate may be a relative of the exams officer, the application is authorised by an alternative member of centre staff
- 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.

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

Parents/carers

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

Submitting applications for special consideration

- Where a candidate or group of candidates is/are eligible for special consideration applications are submitted to the relevant awarding body following the published processes.
- Evidence to support applications is kept on file.

Timetabled written exams

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

Internally assessed work

- Where appropriate, applications are made online where the awarding body's secure system accepts them is completed and submitted.
- Where a short extension to a deadline is being requested, an application is submitted online or by direct email dependent on the awarding body
- Where an application relates to a shortfall in work, this is submitted online dependent on the awarding body
- Where an application relates to lost or damaged work, this is submitted online
- Notification of lost centre assessed work dependent on the awarding body

