


# ***Slough and Eton Church of England Business and Enterprise College***



## **Special Consideration Policy**

This policy is reviewed annually to ensure compliance with current regulations

Owner:	Steve Thatcher
Ratified by Governing Body:	
Date Ratified:	March 2026
Date Policy to be reviewed:	March 2027

## Table of Contents

	Page No.
1. Contents .....	1
2. Key staff involved in the Special Consideration process .....	2
3. What is Special Consideration? .....	2
4. Purpose of the policy .....	2
5. Eligibility for Special Consideration .....	2
Roles and responsibilities .....	2
Applying for Special Consideration .....	3
6. Processing applications for Special Consideration .....	4
Roles and responsibilities .....	4
Submitting applications for Special Consideration .....	5
Timetabled written exams .....	5
Internally assessed work .....	5
Private Candidates .....	5

## 2 Key staff involved in the Special Consideration process

Role	Name(s)
Head of centre	Peter Collins
SENCo	Navjot Sandhu
Exams officer	Tracy Ahearn
SLT member(s)	Steve Thatcher

## 3 What is special consideration?

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 go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination.”*

[JCQ [A guide to the special consideration process](#) ]

This document is further referred to in this policy as [SC](#)

## 4 Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Slough and Eton agrees to “submit any applications for special consideration where candidates meet the published criteria”.

[JCQ [General regulations for approved centres](#) section 5.9]

## 5 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

- ▶ 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 in a specific 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. 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 him/her 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.), special consideration will be applied for on behalf of all candidates.
- 3. Where a candidate takes multiple exams (three or more exams) timetabled for the same day and the total duration for those papers is more than 6 hours for GCE exams (AS, A2, A-level) or more than 5 hours 30 minutes for GCSE exams including *any approved extra time but not any time taken for supervised rest breaks*, special consideration for an allowance on last paper taken will be applied for.
- 4. Where a candidate may be affected by a minor disturbance in the exam room caused by another candidate (momentary bad behaviour, mobile phone ringing etc.), special consideration cannot be applied for.

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

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:

- ▶ Shortfall in work (coursework or non-examination assessment)
- ▶ Other certification
- ▶ Lost or damaged work
- ▶ Candidates taking an incorrect or defective question paper
- ▶ Candidates undertaking the wrong controlled assessment assignment

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.

## 6 Processing applications for special consideration

### Roles and responsibilities

#### SLT

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

#### Exams officer

- ▶ Ensures applications will be processed as required by the awarding bodies

- ▶ Keeps evidence to support applications on file until after the publication of results
- ▶ Meets the required deadline(s) for submitting applications

#### **Teaching staff and/or SENCo**

- ▶ 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 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 will be submitted to the relevant awarding body following the published processes in [SC](#).

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

#### **Timetabled written exams**

- ▶ For GCE and 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 *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
- ▶ For other qualifications, applications are submitted online where the awarding body's secure system accepts these
- ▶ The paper [form 14](#) Jcq/ME *Self certification for candidates who have missed an examination* will only be completed by a candidate 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 will be completed and submitted to the awarding body
- ▶ Where an application relates to a shortfall in work, this will be submitted online or by completing form 10, dependent on the awarding body
- ▶ Where an application relates to lost or damaged work, this will be submitted online or by completing [form 15](#) Jcq/LCW *Notification of lost centre assessed work*, dependent on the awarding body

#### **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.