



## Special Consideration for External Examinations

### What is a special consideration? - GCSE and GCE qualifications

Special consideration is a **post examination adjustment** to the marks or grades of a candidate who is eligible for consideration. Special consideration can only seek to go some way to assist the candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. Special consideration cannot remove the difficulty faced by the candidate; there will be situations where candidates should not be entered for an examination because they are not in a fit state to cope with the assessment. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standard of the examination.

The school will only submit applications for special consideration where an adverse 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 their normal level of attainment in an assessment. For example, a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment.

In the case of illness, the school will support requests for sudden and serious conditions that apply on the day of the examination.

If a candidate is suffering from such ongoing conditions as **hay fever, glandular fever, mental health condition**, please let us know, in writing, how they have been affected, mentioning the symptoms and any effects of medication on the date of the actual exam.

*e.g. 'On Thursday 14 June Sarah was badly affected by symptoms of her hay fever causing puffy and sore eyes, difficulty in breathing and lack of concentration'.*

This information can then be sent to the exam board requesting Special Consideration for Sarah's exam on Thursday 14 June only.

If a candidate is affected for more than one day e.g. for exams on Monday 11, Thursday 14 and Friday 15 June in one week, the note, **which should be brought to Mrs Tripathy early in the following week**, should still relate the symptoms to the date of the exams affected. *e.g. 'Sarah has suffered from severe hay fever symptoms during this week (week commencing Monday 11 June) which has caused her to have puffy and running eyes, difficulty in breathing and sleeping at night which will have affected her in her exams'.*

Please do not submit a 'blanket' letter for the whole of the exam series. These are letters that do not specify dates and just have comments such as:

*'Sarah is suffering from hay fever and this is affecting her exams'*

Any medical condition that might flare up can only be considered with a letter or equivalent

relating to the specific dates(s). ***This letter must be received by the school within 5 days of the exam so it can be submitted to the exam board within their deadline of 7 days from the date of the exam.*** It is strongly recommended that medical advice regarding the control of symptoms for such illnesses as hay fever, glandular fever etc is sought well in advance of the examination session.

In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.

In all cases, **the Examinations Officer, Mrs Tripathy**, must be informed on the day or days of the paper affected; late notification cannot be supported.

*All requests are considered and a candidate may be awarded mark adjustments between 0% and a maximum of 5% for very serious difficulties, such as the death of a parent, that occur during or immediately (i.e. within two weeks) preceding the exam season.*

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