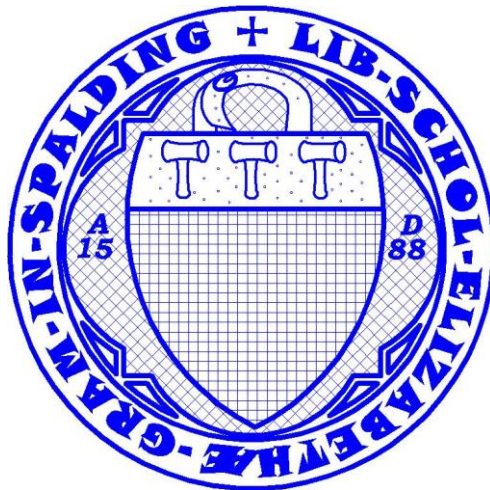


# Spalding Grammar School



## Special Consideration Policy (Examinations)

<b>Author:</b>	<b>Mrs N Franklin – Examinations Officer</b>
<b>Approved by:</b>	<b>Mrs E Davison – Assistant Headteacher i/c Assessment, Data and Examinations</b>
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**Key staff involved in the Policy:**

Role	Name(s)
Centre Number	<b>26233</b>
Head of Centre	<b>Mrs M K Anderson</b>
Assistant Headteacher i/c Assessment, Data and Examinations	<b>Emma Davison</b>
Examinations Officer	<b>Nicola Franklin</b>
SENDCo	<b>Amanda Johnson</b>
Senior Leadership Team	<b>Suzanne Ingram Anthony Brooks Emma Davison Gareth Baker Alison Harrison Wild</b>

This policy is reviewed and updated annually to ensure that the special consideration process at Spalding Grammar School is managed in accordance with current requirements and regulations.

References in this policy to GR, SC and ICE refer to:

- JCQ documents General Regulations for Approved Centres 2025-26
- A guide to the Special Consideration Process 2025-26
- Instructions for Conducting Examinations. 2025-26

## Introduction

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).

Spalding Grammar School (the centre) will decide whether the candidate meets the published criteria for special consideration and an applicant will only be processed where they are supported by the centre, where they meet the criteria and there is appropriate evidence in place.

A special consideration will **not** be submitted if the centre does not support the application and speculative applications cannot be accepted.

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 and will 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 larger adjustments would jeopardize the standard of the qualification. (SC 1)

## Purpose of the Policy

The purpose of this policy is to identify roles and responsibilities within the consideration process and outline the process where Spalding Grammar School will apply for special consideration when a candidate meets the published criteria. (GR 5.9)

## Eligibility for Special Consideration

- Candidates will be eligible for special consideration if they:
  - have been fully prepared for assessments
  - have covered the entire course
  - cannot fully demonstrate their subject knowledge and understanding due to circumstances beyond their control at the time of the assessment(s).
  - Criteria where candidates **are eligible** include:
    - Temporary illness at the time of assessment;
    - A bereavement at the time of the assessment in the immediate family (or within 6 months of the assessments if ongoing issues);
    - Domestic crisis at the time of the assessment;
    - A serious disturbance during the examination;
    - Accidental events during the examination;
    - International sporting commitments on the day of assessment;
    - Approved access arrangements not in place.

All of these criteria require appropriate evidence to be submitted with the special consideration.

- Special consideration **must be** applied for at the time of the assessment (SC 2)
- Special consideration cannot be applied for if the candidate was not able to develop their subject knowledge and understanding due to:
  - Absence during the course.
  - Joining the course late.
  - Teaching and learning being disrupted for any reason.
- Criteria that are **not eligible** for special consideration include:
  - Long term illness;
  - Bereavement occurring more than six months before the assessment, unless it is an anniversary or there are ongoing implications;

- Domestic inconvenience, such as moving house, lack of facilities or taking holidays including field trips/exchange visits at the time of the assessment;
  - Minor disturbance in the examination by another candidate;
  - The consequences of committing a crime, taking alcohol or recreational drugs;
  - The consequences of disobeying the centre's internal regulations;
  - The failure of the centre to prepare candidates properly for the examinations;
  - Quality of teaching, staff shortages, planned building work or lack of facilities;
  - Misreading the timetable and/or failing to attend the examination at the right time and in the right place;
  - Misreading the instructions on the question paper – answering the wrong questions;
  - Conflicting personal arrangements such as a wedding or holiday, on the day of the examination;
  - Not submitting any coursework or non-examination assessment at all;
  - Missing all examinations and internally-assessed components or units;
  - Failure to cover the course because of joining the class partway through;
  - A disability or learning difficulties;
  - Failure by the centre to process access arrangements by the published deadline.
- Examples of trivial cases which the centre **would not** warrant Special Consideration include, but are not limited to:
    - a bird tweeting outside the examination room;
    - a lorry reversing;
    - a toilet being flushed;
    - doors in a corridor adjacent to the examination room opening and closing;
    - very short, momentary noise from, for example, aeroplanes, helicopters, lawn mowers).

For more detailed information please refer to the JCQ document 'A guide to the Special Consideration Process 2025 – 2026'.

## **Roles and responsibilities**

### **Head of Centre**

- Be familiar with, refer to and direct relevant centre staff to the annually updated JCQ publication '*A Guide to the Special Consideration Process*'.
- Ensure where a candidate meets the published criteria, an application for special consideration will be submitted to the relevant awarding body by the Examinations Officer.

### **Assistant Headteacher i/c Assessment, Data and Examinations**

As above and:

- Sign appropriate evidence to support all eligible applications.

### **Examinations Officer**

- Be familiar with and refer to the criteria detailed in the JCQ document '*A Guide to the Special Consideration Process*' to determine where a candidate is/is not eligible for special consideration.
- Liaise with pupil and parent/care to obtain any medical or other evidence that may be required to confirm eligibility for special consideration and provide to Head of Centre for signature and for submission to relevant examination board.

### **Role of Invigilators/Other Staff**

- Where applicable record the disruption appropriately in the incident log book for the examination;
- Provide, where applicable, appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration

## Role of Affected Candidate (or parent/carer)

- The affected candidate or parent/carer must discuss the application with the school.
- The affected candidate or parent/carer will be required to provide any medical or other evidence/information that may be required to confirm eligibility for special consideration.

## Applying for Special Consideration

At Spalding Grammar School, where a candidate is eligible, special consideration will be applied for at the time of the assessment/submission of coursework in accordance with the regulations as detailed in the JCQ document '*A Guide to the Special Consideration Process*'. The centre will not apply for cumulative special considerations for a candidate, it will only apply for the most serious indisposition.

For candidates who are present for the assessment but disadvantaged, Spalding Grammar School 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.

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

Examples where a candidate/candidates may be eligible for special consideration include:

- A candidate arrives for the examination 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 is kept under centre supervision (from 30 minutes after the published starting time for that examination until they begin it) while appropriate arrangements are put in place for the candidate to take the examination (ICE).
  - special consideration is applied if this indisposition has had, or is reasonably likely to have had, a material effect on the candidate's ability to demonstrate his or her normal level of attainment in the examination (SC).
- Application for an 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 of those papers is more than 6 hours (GCE and Level 3 examinations) or more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 examinations) including any approved extra time but **not** any time taken for supervised rest breaks.
  - special consideration for an allowance on the last paper taken will be applied for (SC).
- Serious disturbance during the examination (SC)
  - Candidates will **not** be eligible for special consideration if preparation for, or performance in the examination is affected by a minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour, a mobile phone ringing, or a momentary fire alarm (SC).

## Candidates who are absent from a timetabled component/unit for acceptable reasons

- If a candidate is absent for acceptable reasons, and Spalding Grammar School is prepared to support an application for special consideration, special consideration will be applied for if the examination missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met. (SC)
- For unitised examinations taken in an examination series prior to certification, candidates must be re-entered for any missed units at the next assessment opportunity. Unless there are difficulties arising, e.g. group performances which cannot be repeated, special consideration will not be awarded. (SC)

Please refer to the JCQ Guide for Special Considerations for more detailed information.

## Other Issues

Where other issues or problems affect a candidate or a group of candidates, the Examinations Officer and Assistant Headteacher will refer to the issue as explored in the JCQ '*A Guide to the Special Consideration Process*' and follow and awarding body guidance and apply for special consideration where eligible. This may include, for example:

- Other certification;
- Exceptional mitigating circumstances beyond the candidate's control;
- Coursework/non-examination assessment extensions (SC);
- Candidate has died or is terminally ill;
- Shortfall in work (coursework/non-examination assessment) (SC);
- Lost or damaged work (non-examination assessment components) (SC);
- Candidates taking an incorrect or defective question paper (SC);
- Candidates undertaking the wrong controlled assessment or non-examination assessment assignment (SC);

Where a candidate may be eligible for special consideration (a post-assessment adjustment) in a vocational qualification, Spalding Grammar School will follow JCQ *A Guide to Special Consideration* (7) and awarding body guidance to determine if, when and how an adjustment can be applied for.

## Processing Applications for Special Consideration

**Head of Centre/Assistant Headteacher i/c Assessment, Data and Examinations** will ensure all eligible applications are supported by appropriate evidence signed by a member of the Senior Leadership Team (SC).

**Examinations Officer** will:

- ensure applications are processed as required by the awarding bodies;
- ensure a candidate/candidate's (or a parent/carer) understands that all cases must be dealt with by the centre (SC);
- ensure that special consideration is applied for at the time of the assessment; ensure special consideration is **not** applied for in a cumulative fashion and where a candidate may be affected by different indispositions, ensure special consideration is only applied for the most serious indisposition;
- keep evidence to support all applications on file until after the publication of results and provide 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 (SC);
- meet the awarding body deadline(s) for submitting applications.

## Submitting Applications for Special Consideration

At Spalding Grammar School, 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 '*A Guide to the Special Consideration Process*'.

In cases of online applications for special consideration, the candidate/candidates will be informed when an application for special consideration is submitted to the awarding body (to ensure compliance with the UK GDPR/Data Protection Act 2018).

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

Where a request for special consideration fails to meet the criteria, it will be rejected by the examination board and the centre will be notified.

## Timetabled Written Examinations

- 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 (where the awarding body's secure site accepts applications online);
- A single application to cover all examinations affected where a candidate is present but disadvantaged and a separate application for each day on which examinations are missed where a candidate is absent from an examination for an acceptable reason will be submitted;
- 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 Form** (Self certification for candidates who have missed an examination) will **only** be completed by a candidate/parent/carer 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 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 - special consideration (Vocational qualifications)

- Where the learner'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.

## Applications post-publication of results

If, after the publication of results for a particular examination 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 senior leader is able to produce compelling 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.