



APPLICATION FOR SPECIAL CONSIDERATION – STUDENT REQUEST FORM

You **must** read the notes overleaf carefully before completing this form. Completed forms must be returned to the Exams Office by Friday, 30th June 2017 at the latest.

NAME	
STUDENT ID	
Date problem began	
Exams affected	
Were you absent from any exams?	Yes/No (if Yes please give details of date & time of the exam(s) missed)
Please give details of the adverse circumstances affecting your exams:	

Declaration by candidate: The information given on this form is true and accurate. I understand that giving false information when requesting an application for special consideration is a breach of the JCQ regulations. I understand that my results can be withdrawn or I can be disqualified if I give false information when requesting an application for special consideration.

Signed by candidate

Name (Please print) _____

Signature _____

Declaration by parent/guardian/carer: The information given on this form is true and accurate. I understand that giving false information when requesting an application for special consideration is a breach of the JCQ regulations. I understand that results can be withdrawn and the candidate disqualified if I give false information when requesting an application for special consideration.

Signed by parent/guardian/carer

Name (Please print) _____

Signature _____

You must read these notes carefully before completing the form. An application for special consideration can only be submitted where the correct criteria are met and the appropriate evidence produced. Requests for applications for special consideration must be received by the Exams Office by Friday, 30th June 2017. Applications for special consideration will not be accepted after this date.

1. Special consideration is a post-examination adjustment, made by the awarding body, to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment. Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties; only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.
2. **Candidates will be eligible for special consideration** if they have been fully prepared and have covered the whole course but performance in the assessment is 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**
 - domestic crisis arising **at the time of the assessment**
 - serious disturbance during an examination (e.g. emergency evacuation for fire alarm)
3. **Candidates will NOT be eligible for special consideration** if preparation for or performance in the examination is affected by:
 - long term illness or other difficulties during the course affecting revision time
 - bereavement occurring more than six months before the assessment, **unless an anniversary has been reached at the time of the assessment or there are on-going implications** such as an inquest or court case
 - domestic inconvenience, such as moving house, lack of facilities, taking holidays at the time of the assessment
 - minor disturbance in the examination caused by another candidate, such as momentary bad behaviour or a mobile phone ringing
 - misreading the timetable and/or failing to attend at the right time and in the right place
 - misreading the instructions of the question paper and answering the wrong questions
 - making personal arrangements such as a wedding or holiday arrangements which conflict with the examination timetable
4. Special consideration will normally be given by applying an allowance of marks to each component affected. The size of the allowance depends on the timing, nature and extent of the illness or misfortune and the maximum allowance given is 5% of the total raw marks available e.g.:

5% Maximum allowance reserved for the most exceptional cases:

- terminal illness of the candidate or parent or carer
- very recent death of a member of the immediate family
- very serious and disruptive domestic crisis leading to acute anxiety about the family

4% Very serious problems such as:

- life-threatening illness of candidate or member of immediate family
- major surgery or severe injury at or near the time of the examination
- very recent death of member of extended family
- serious domestic crisis at time of examinations

3% A more common category including:

- **recent** traumatic experience such as death of a close friend or distant relative
- **recent** serious illness, organ disease or **recently** broken limbs
- flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack
- recent domestic crisis
- witnessing a distressing event on the day of the examination

2% The most common category of allowance - the majority of cases will fall within this category:

- illness, recent viral illness, hay fever on the day of an exam
- broken limb on the mend
- extreme distress on the day of an examination (not exam related stress)

1% Reserved for more minor problems:

- noise during examination which is more than momentary
- stress or anxiety for which medication has been prescribed
- headache, minor ailments

0% The application was reviewed but the addition of marks was deemed inappropriate. (Where the application fails to meet the criteria, it will be rejected.)

5. In cases of illness or injury where temporary access arrangements are granted it may not be appropriate to also apply for special consideration.
6. When a candidate has missed a timetabled component/unit for acceptable reasons it may be possible to apply for an 'enhanced' overall grade. There are minimum requirements that must be met before an application can be submitted and candidates should be aware that when an application for enhanced grading is accepted **it is not necessarily the case that the grade issued will match the estimated/forecast grade.**
7. All requests for applications for special consideration on the grounds of ill health **MUST** be accompanied by supporting medical evidence.