



Malbank School and Sixth Form College



*Rejoice in being the best that we can be*

## **Examinations: Special Consideration Policy**

*Reviewed by NRH/VJD November 2023*

Headteacher: John D. Harrison B.A. (Hons.)

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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 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;
- other accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- participation in sporting events or other competitions at an international level at the time of certification, e.g. representing their country at an international level in football or hockey;
- failure by the centre to implement previously approved access arrangements.

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.

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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; and
- the nature of the assessment, e.g. whether written papers are affected as opposed to controlled assessment/coursework, or whether an oral or practical is involved.

Special consideration cannot be applied in a cumulative fashion, e.g. on the basis of a domestic crisis at the time of the examination and the candidate suffering from a viral illness.

**Any staff member that becomes aware of a possible case should contact the relevant Head of Year, SENCo or LSC team who use the attached form to request applications.**

**The deadline is last date of GCSE/GCE examination**

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