



**ASHFIELD**  
SCHOOL

# **SPECIAL CONSIDERATION POLICY**

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**ASHFIELD SCHOOL** Ambition | Teamwork | Honesty



Ashfield School's Special Consideration Policy guarantees a fair assessment for all candidates; it is permissible, when necessary, to arrange for 'special consideration' to be given to candidates who suffer temporary illness, injury or indisposition, be it emotional or physical, that may affect performance at the time of assessment.

Special Consideration is a post examination adjustment to the marks of a candidate's examination paper or the rearrangement of an examination time and/or date.

Any special considerations made:

- Must treat candidates fairly.
- Must not invalidate the assessment requirements set out in the specification for the relevant qualification.
- Must require the candidate to fully meet the assessment requirements.
- Must not give the candidate an unfair advantage compared to candidates for whom special considerations are not being made.
- Must maintain the relevance, reliability and comparability of the assessment.

All approved Special Considerations will be monitored and reported to the relevant Examinations Board for evaluation.

### Conditions for eligibility to Special Considerations

Candidates must have attended the course for the appropriate amount of hours and have been fully prepared by the tutor to take the assessment, but if performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Special Consideration will be given to:

1. Temporary illness, or accident, or injury at the time of assessment, but not a long-term illness.
2. Being involved in an accident or assisting at the scene of an accident.
3. Bereavement of a family member, relative or close friend while participating on the course or at the time of assessment.
4. A domestic crisis at the time of assessment, such as a fire, or flood, but not moving house or taking holidays.
5. Serious disturbance during an examination, such as evacuation of the premises, or noisy/disruptive building work, but not mobile phones going off.
6. Accidental events such as being given the wrong examination paper, being given a defective examination paper or the examination papers not arriving on time.
7. Participation in sporting events at international level at the time of assessment.
8. Failure of practical equipment, such as calculators, PC's.
9. Failure by the course organiser or course tutor to implement previously agreed 'Access Arrangements'.
10. If a situation arises where candidates have been prepared for the assessment but the wrong texts have been used (out of date manuals, other organisations manuals etc.), this will be investigated on a case-by-case basis with the objective of treating the candidates fairly without compromising the relevance, reliability and comparability of the assessment.

#### Note:

Candidates **will not** be eligible for Special Consideration if performance in the examination or in the production of course work is affected by:

1. Committing a crime.
2. Consuming alcohol or any other non-prescribed drugs.
3. Disobeying School regulations.
4. Failure to attend the prescribed sessions.
5. Misreading question paper instructions and answering the wrong questions.
6. Failure to request Access Arrangements in sufficient time.



Candidates may still decide to undertake a qualification knowing they cannot fulfil the assessment requirements, in these situations a Certificate of Attendance could be issued.

### **Coursework Special Consideration**

If a candidate is eligible for special consideration during the period when coursework was produced, it may be possible to accept a reduced quantity of coursework without penalty provided the candidate has attended the part of the course covering the appropriate subject matter. Ashfield School will not agree reduced coursework in advance of a course; a Special Considerations Form should be submitted with the course paperwork and a copy of the Candidate's Completion Declaration page.

### **Lost or Damaged Coursework**

If a candidate's coursework is lost or damaged, it may be possible to accept a tutor's statement of completion for which there is no physical evidence, provided the tutor can verify the work was done and it was not the consequence of negligence on the part of the candidate.

### **Procedure for Requesting Special Considerations**

Following an examination or assessment a tutor or course organiser may wish to submit a 'Request for Special Consideration' Form, in recognition of the difficulty a candidate has been under. The form is available from the Examinations Officer and should be submitted with all the paperwork at the end of the course within 7 days of the examination conclusion.

Please indicate on the form the exact nature of the adverse condition/s that you consider make the candidate eligible for a special consideration and supply copies of any appropriate evidence to support your request, securely attached to the form. You may photocopy the completed form for your records. If you are requesting Special Consideration due to a serious illness please provide as much medical evidence as possible.

**Special Consideration will not be accepted by Ashfield School if it is considered to compromise the assessment criteria. Failure to comply with this policy may constitute malpractice and the resulting disqualification of the candidate**



## Examples of Criteria that will be eligible for Special Consideration

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Recent diagnosis of a terminal illness of the candidate.  
 Terminal illness of a parent, guardian or carer.  
 Recent death of a member of the immediate family.

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Incapacitating illness of candidate or member of immediate family.  
 Major surgery at or near the time of the examination.  
 Severe disease.  
 Severe car accident.  
 Recent death of member of extended family.  
 Severe or permanent bodily injury occurring at the time of the examinations.  
 Domestic crisis on day of the examination.

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Recent traumatic experience such as death of a close friend or distant relative.  
 Recent illness of a more serious nature.  
 Flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack.  
 Recently broken limbs.  
 Physical assault trauma before an examination.  
 Recent domestic crisis.  
 Witnessing a distressing event on day of examination.

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Broken limb on the mend.  
 Recent viral illness.  
 Effects of pregnancy  
 Hay fever on the day of an examination.

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Excessive noise during the examination.  
 Illness of another candidate that interrupts the examination.  
 Stress or anxiety for which medication has been prescribed.

