

## Special Consideration for External Examinations

### What is 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; only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standard of the examination.

Every year we receive a number of requests for Special Consideration from parents of students taking public exams and it might be helpful to clarify the school's position on such requests.

In the case of illness, the school will support requests for sudden and serious conditions that apply on the day of the examination only; written confirmation from parents will be required.

If a candidate is suffering from such ongoing conditions as **hay fever, glandular fever, etc** 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 John was badly affected by symptoms of his hay fever causing puffy and sore eyes, difficulty in breathing and lack of concentration'.*

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

If a candidate is affected for more than one day e.g. for exams on Monday 21, Thursday 24 and Friday 25 May in one week, the note, **which should be brought to Mrs Tipping early in the following week**, should still relate the symptoms to the date of the exams affected.

*e.g. 'John has suffered from severe hay fever symptoms during this week (week commencing Monday 21 May) which has caused him to have puffy and running eyes, difficulty in breathing and sleeping at night which will have affected him in his 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:

*'John is suffering from hay fever/glandular fever and this is affecting his 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.

Candidates will **NOT** be eligible for special consideration if preparation for or performance in the examinations is affected by:

- Long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves at the time of the assessment;
- Bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are ongoing implications such as an inquest or court case;
- Domestic inconvenience, such as moving house, lack of facilities at the time of the assessment.

In the case of sudden or unforeseen family circumstances, such as a terminal illness or bereavement during the examination period, special consideration may be applied for. For further clarification always seek advice from the Exams Officer. In all cases, the Examinations Officer, Mrs Tipping, must be informed on the day or days of the paper affected; late notification cannot be supported.

*NB: The usual adjustment made for candidates who are unwell on the day of the exam is between 1-2% of the mark achieved (e.g. if a exam paper is marked out of 120 and the candidate scores, say 90/120, her adjustment will only be a maximum of 0.9 - 1.8 of a mark.*

*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.*

***Exam boards only advise that Special Considerations have been awarded on the results information not what percentage they have awarded.***