

# Special consideration Procedure – Maiden Erlegh School

## 1. What is Special Consideration?

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied only when the issue or event has had, or is reasonably likely to have had, a material detrimental effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

A full guide is here: [Regulations and Guidance - JCQ Joint Council for Qualifications](#)

Note that 'assessment' includes written examinations.

## 2. Eligibility

A candidate *may* be eligible for special consideration for various reasons, for example:

- Accident causing injury **at the time of the assessment**
- Bereavement **at the time of the assessment**

There are many reasons why a candidate will **not** be eligible for special consideration, for example:

- Long term illness or other difficulties affecting preparation or revision
- Minor disturbance during an assessment

## 3. Requesting Special Consideration

It is the responsibility of the candidate, unless they are absent, to alert the exams officer or an invigilator at the time of the assessment to the temporary issue or event that has or is reasonably likely to have materially detrimentally affected their performance.

Following this, a request to the school to make an application for special consideration must be made in writing using the relevant form – see below - which should be returned to the exams officer.

If the school is aware that the same issue or event has affected a group of candidates, e.g. a fire alarm/evacuation during an exam, the school will assess eligibility and apply for special consideration without the need for individual candidates to complete request forms.

The exams officer and other relevant staff will assess all requests and evidence and if the Joint Council for Qualification's eligibility criteria are met the exams officer will make an application(s) online or electronically to the relevant awarding body for special consideration for the candidate.

Candidates should assume an application(s) will be submitted by the school and accepted by the awarding body unless they are notified otherwise by the school. Outcomes of applications, e.g. percentage of extra marks awarded, are not communicated by awarding bodies.

Awarding bodies will not communicate directly with candidates or parents.

## 4. Special Consideration Request Form – timescales and evidence

Forms may be found on the school's website on the examinations pages:

[Home>Student>Examinations>Exams Policies and Procedures](#).

If the candidate was absent, complete and submit SC\_Absence\_Self-Certification\_Form-14 -MES **within three days** of the assessment affected.

If the candidate was present but disadvantaged, complete an SCR form (appendix 1 of this document) and submit **within three days** of the assessment affected (or within three days of the last of several examinations if more than one in the same series, e.g. summer 2024, was affected by the same circumstances).

Depending on the issue or event, the school may ask for evidence to follow.

For the purposes of special consideration, the impact statement on the SCR form must be written **after** the affected assessment(s) and not beforehand.

The completed and signed form(s) should be submitted to the exams officer.

**If a candidate or parent has concerns prior to an assessment about circumstances that are likely to affect the candidate during an assessment they should contact the relevant head of key stage - Mr Gillett or Miss Cheshire.**

# Appendix 1 - Special Consideration Request Form (SCR)

To be completed after the affected assessment(s) which the candidate attended.

If the candidate was absent, do not use this form but instead complete SC Absence Self-Certification\_Form-14

<b>Candidate Name (legal)</b>				<b>Candidate Number</b>	
<b>Details of temporary illness/injury or other event</b>					
<b>Date it first occurred</b>				<input type="checkbox"/>	
<b>How was the candidate materially disadvantaged in the assessments listed below *</b>					
Level e.g. GCSE	Name of assessment	Awarding body e.g. AQA	Assessment date	Tick to confirm the candidate attended the assessment affected	
				Present (P)	

\*If the impact on the candidate was not the same for all assessments affected, or if you need to list more assessments, please provide additional information on a separate sheet.

## Declaration by parent/carer\*\*

I understand that it is fraudulent to include false information on this form.  
 I understand that results can be withdrawn and the candidate disqualified if fraudulent claims are made.  
 I understand that any information on this form may be submitted to the relevant awarding body.

Signed by the parent/carer \_\_\_\_\_

Date \_\_\_\_\_

Name (please PRINT) \_\_\_\_\_

## Declaration by candidate\*\*

I understand that it is fraudulent to include false information on this form.  
 I understand that my results can be withdrawn and I can be disqualified if fraudulent claims are made.  
 I understand that any information on this form may be submitted to the relevant awarding body.

Signed by the candidate \_\_\_\_\_

Date \_\_\_\_\_

\*\*Wording of declarations taken from [www.jcq.org.uk](http://www.jcq.org.uk)

**Submit this form to:**  
**The Examinations Officer, Maiden Erlegh School, Silverdale Road, Earley, Reading, RG6 7HS or**  
**By email to [MESexamqueries@maidenerleghtrust.org](mailto:MESexamqueries@maidenerleghtrust.org) sent from the student's or parent's email address as held in school's records**

<b>For office use only</b>	Date form received		Date reviewed by panel		Eligible for SC application	Y / N
	Evidence requested		Date received			