

Special consideration Procedure – Maiden Erlegh School

1. Special Consideration

Special consideration can be given only if the candidate

- has been fully prepared for assessments and has covered the entire course
- cannot fully demonstrate their subject knowledge and understanding due to circumstances beyond their control at the time of the assessment(s).

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

Note that 'assessment' includes written examinations.

2. Eligibility

A candidate *may* be eligible for special consideration if they meet the above criteria and, for example:

- Have an accident leading to injury **at the time of the assessment**
- Suffer 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
- Difficulties affecting preparation or revision
- Failure to complete the course or absence during the course

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 exam or assessment** to the circumstance(s) outside their control that has, or is reasonably likely to have, **materially 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 circumstance 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 request forms and evidence and if the JCQ'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 and parents should assume a properly made request(s) to apply for special consideration has been supported by the school and accepted by the relevant awarding body **unless the candidate or parent is notified otherwise by the school.** Detailed outcomes of applications, e.g., percentage of extra marks awarded, are not communicated.

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.](#)

Absent from exam: complete and submit SpecCons_Absent_FORM-14_MES **within three days** of absence **and by 25 June 2026.**

Present in exam: complete and submit the SpecCons_Present FORM (appendix 1 of this document) **within three days** of the assessment affected. If multiple assessments affected by the by the same circumstances, submit on one form within three days of the final assessment affected. All forms must be received **by 25 June 2026.**

Depending on the issue or circumstances, the school may ask for written evidence.

For the purposes of special consideration, the impact statement on the SpecCons_Present form must be written **after** the affected assessment(s) and not beforehand - just because an event occurred, it does not follow that a candidate was detrimentally affected by it.

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

If a candidate or parent has pastoral concerns prior to an assessment about circumstances that are may 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

| | | | |
|---|--|-----------------------------------|--|
| Candidate Name (legal) | | Candidate Number | |
| Details of the temporary illness/injury or other circumstances at the time of the assessment | | | |
| Date it / they first occurred | | Tick box if evidence is attached: | |
| How was the candidate affected in the assessment by these temporary circumstances ? | | | |

LIST ASSESSMENTS IN WHICH CANDIDATE WAS AFFECTED

| Name of staff member you notified on day of exam or assessment day | Level e.g. GCSE | Subject & assessment code [see exam timetable] | Awarding body e.g. AQA | Assessment date | Tick to confirm attended assessment |
|--|-----------------|--|------------------------|-----------------|-------------------------------------|
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*If the impact on the candidate was not the same for all assessments listed or If you need to list more assessments, please continue on a separate sheet.

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 _____

**Declarations as per www.jcq.org.uk

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| <p>Submit this form to: The Examinations Officer, Maiden Erlegh School, Silverdale Road, Earley, Reading, RG6 7HS or By email to MESexamqueries@maidenerleghtrust.org sent from the student's or parent's email address as held in school's records</p> |
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|----------------------------|--------------------|--|------------------------|--|--|-------|
| For office use only | Date form received | | Date reviewed by panel | | Completed course & prepared for assessment ? | Y / N |
| | Evidence requested | | Date received | | Eligible for SC application? | Y / N |
| SIGNED OFF BY SLG: | NAME | | DATE | | | |