



Special Consideration Policy

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Special Consideration is a pre-examination adjustment to the marks of a candidate's examination paper or the rearrangement of an examination time and/or date. It does not apply to coursework-based assessment, where deadlines may be negotiated in extenuating circumstances.

The Equal Opportunities Policy guarantees a fair assessment for all learners; it is permissible, when necessary, to arrange for 'special consideration' to be given to learners who suffer temporary illness, injury or indisposition, be it emotional or physical, that may affect performance at the time of assessment.

Any special considerations made:

- must treat learners 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 learners 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 Awarding Body for evaluation.

Conditions for eligibility to Special Considerations:

Learners must have attended the course for the appropriate number 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 the student work.

Special Consideration will be considered in cases of:

- temporary illness, or accident, or injury at the time of assessment, but not a long-term illness
- being involved in an accident or assisting at the scene of an accident
- bereavement of a family member, relative or close friend while participating on the course or at the time of assessment
- a domestic crisis at the time of assessment, such as a fire, or flood, but not moving house or taking holidays
- serious disturbance during an examination, such as evacuation of the premises, or noisy/disruptive building work, but not mobile phones going off
- accidental events such as being given the wrong examination paper, being given a defective examination paper or the examination papers not arriving on time
- participation in sporting events at international level at the time of assessment.
- failure of practical equipment, such as resuscitation manikins
- failure by the course organiser or course tutor to implement previously agreed 'Access Arrangements'
- where a situation arises where learners 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 learners fairly without compromising the relevance, reliability and comparability of the assessment.

Note:

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

- committing a crime
- consuming alcohol or any other non-prescribed drugs
- disobeying Centre regulations
- failure to attend the prescribed sessions
- misreading question paper instructions and answering the wrong questions
- failure to request Access Arrangements in sufficient time.

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

This policy will be reviewed every 12 months by the Quality Nominee.

Version No	Purpose / Change	Lead	Inception/ Review Date	Next Review Date
1	Document Inception	Mick Farrar Quality Manager	April 2017	April 2018
2	Document review update	Mick Farrar Quality Manager	April 2018	April 2019
3	Document review update	Mick Farrar Quality Manager	April 2019	April 2020
4	Document review update	Ian Gunn Head of Centre	April 2020	April 2021