

Isaac Newton Academy

# Special consideration policy

2020/21

## Contents

Key Staff .....	2
Introduction .....	<b>Error! Bookmark not defined.</b>
Purpose of the policy .....	<b>Error! Bookmark not defined.</b>
Principles for using a word processor .....	<b>Error! Bookmark not defined.</b>
Centre specific processes .....	<b>Error! Bookmark not defined.</b>
The use of a word processor .....	<b>Error! Bookmark not defined.</b>
Word processors and their programmes .....	<b>Error! Bookmark not defined.</b>
Laptops and tablets .....	<b>Error! Bookmark not defined.</b>
Accommodating word processors in examinations .....	<b>Error! Bookmark not defined.</b>
Appendix 1 .....	<b>Error! Bookmark not defined.</b>
The criteria Isaac Newton Academy uses to award and allocate word processors for examinations .....	<b>Error! Bookmark not defined.</b>
Awarding word processors .....	<b>Error! Bookmark not defined.</b>
Allocating word processors .....	<b>Error! Bookmark not defined.</b>

## Key Staff

Role	Names
Head of Centre	The Principal
Exams Officer line manager (Assistant Principal: data and assessment)	Mark Crowther-Green
Data and Exams Manager	Aidan Rothnie
SENCo	David Wilson
SLT Members	Sugra Alibhai; Paul Morton-Kemp; Tam Broadway; Eva McEvoy; Leanne Abbott-Jones; Gareth Marshall-Jones; Nichola West; Alex Clift-Matthews; Patrick Ball; Greg Coughlin; and David Beattie

## What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury, or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional, or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standard of the examination.

*-A guide to the special consideration process section 1.* This document is further referred to in this policy as SC.

## Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Isaac Newton Academy will submit any applications for special consideration where candidates meet the published criteria.

## Eligibility for special consideration

### Roles and responsibilities

#### Head of centre

- Is familiar with the contents, refers to, and directs relevant centre staff to the annually updated JCQ publication SC
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the exams officer

#### Exams officer

- Understands the criteria as detailed in SC to determine where candidates will/will not be eligible for special consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies

#### Teaching staff and/or SENCo

- Provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration

#### Candidates (or parents/carers)

- Provide any medical or other evidence that may be required to determine eligibility for special consideration

## Applying for special consideration

Where applicable, special consideration will be applied for in a specific exam series where candidates have been fully prepared and have covered the whole course but performance in the

examinations, or in the production of controlled assessment, coursework, or non-examination assessment, is materially affected by adverse circumstances beyond their control

1. Where a candidate may arrive for an exam and is clearly unwell, extremely distressed, and/or may have sustained an injury that requires emergency access arrangements to be put in place:
  - a. The candidate will be kept comfortable and under supervision from the required time while appropriate arrangements are put in place for the candidate to take the exam in the best possible conditions
  - b. A judgement will be made on how the candidate's situation or disposition affected performance in the exam
  - c. Where appropriate and where eligible, special consideration will be applied for
2. Where candidates may be affected by a major disturbance in the exam room (emergency evacuation etc.), special consideration will be applied for on behalf of all candidates
3. Where a candidate takes multiple exams (three or more exams) timetabled for the same day and the total duration for those papers is more than six hours for GCE or more than five hours thirty minutes for GCSE exams including *any approved extra time but not any time taken for supervised rest breaks*, special consideration for an allowance on last paper taken will be applied for
4. Where candidate may be affected by a minor disturbance in the exam room by another candidate (momentary bad behavior, mobile phone ringing, etc.), special consideration cannot be applied for.

## Processing applications for special consideration

### Roles and responsibilities

#### Head of centre

- Ensures where a candidate may be a member of the family (which includes step-family, foster family, and similar close relationships) or close friend and their immediate family (e.g. son/daughter) of a member of exams office staff, the application will be authorised by an alternative member of centre staff

#### Senior leadership team

- Produce/provide signed evidence in support of an application where this may be requested by an awarding body

#### Exams officer

- Ensures applications will be processed as required by the awarding bodies
- Keeps evidence to support applications on file until after the publication of results and provides evidence in support of an application where this may be requested by an awarding body
- Meets the required deadline(s) for submitting applications

#### Teaching staff and/or SENCo

- Provide any appropriate evidence or information that may be required to support a candidate's application for special consideration

## Candidates (or parents/carers)

- Will be asked to provide any medical or other evidence that may be required to support an application for special consideration

## Submitting applications for special consideration

Where a candidate or group of candidates is/are eligible for special consideration, applications will be submitted to the relevant awarding body following the published processes in SC.

Evidence to support applications will be kept on file until after the publication of results.

## Timetabled written exams

- For GCE and GCSE qualifications, applications for individual candidates will be submitted online by logging into the relevant awarding body secure extranet site and following the links to special consideration
- The processes for submitting a single application to cover all exams where a candidate is present but disadvantaged and a separate application for each day where a candidate is absent from an examination for an acceptable reason detailed in SC 6 will be followed
- For other qualifications, applications will be submitted online where the awarding body's secure system accepts these
- The paper Form 10 *Application for special consideration* will only be completed and submitted to the awarding body where the online system does not accept applications for a particular qualification
- For groups of candidates, applications will be made online where the awarding body's secure system accepts group applications or Form 10 will be completed
- The paper Form 14 *Self certification form (Self certification for candidates who have missed an examination)* will only be completed by a candidate where circumstances warrant this and will not be used where the centre knows the candidate was ill

## Internally assessed work

- Where appropriate, applications will be made online where the awarding body's secure system accepts them or Form 10 will be completed and submitted to the awarding body
- Where a short extension to a deadline is being requested an application will be submitted online or by direct email, depending on the awarding body
- Where an application relates to a shortfall in work, this will be submitted online or by completing form 10, dependent on the awarding body

## Post assessment adjustments – vocational qualifications

- Where relevant and eligible, Form VQ/SC *Application for special consideration Vocational qualifications* will be completed and submitted to the awarding body

## Late applications

If, after the publication of results for a particular exam series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a member of the senior leadership team is able to produce evidence to support a late application.

If a claim is made after the completion of a review of results, the claimant will be informed that an application for special consideration cannot be submitted.

Reviewed June 2020

