

## What is special consideration?

Special consideration is a **post-exam adjustment to your mark or grade** to reflect personal circumstances that affected your performance during an assessment.

There are a wide range of reasons why special consideration may be requested and although it can't remove the difficulty you faced, **it can go some way to taking emotional or physical difficulties into account.**

There are times when emotional or physical difficulties mean that you shouldn't take an assessment. If you think this may be the case, you should discuss your concerns with your school or college.

How do I request special consideration?

You need to speak to your teacher or the exams officer/administrator at your school or college.

**All requests for special consideration have to come from your school or college.** They will assess the evidence available and let you know if they need more information before they can submit an application on your behalf.

How does the process work?

The process for awarding special consideration is slightly different depending on whether or not you were able to attend the assessment. In both cases, the grade you're awarded will be based on the available evidence and this means that any adjustments we make may not be enough to match your predicted grade or your true level of ability.

The rules we use for applying special consideration are agreed with the other awarding organisations through the Joint Council for Qualifications (JCQ).

## Present for the assessment but disadvantaged

If you were able to attend the assessment but personal circumstances meant that you weren't able to perform to the best of your ability, **we'll multiply the number of marks you achieved on the paper (your raw mark) by a small percentage.** The size of the increase we give you will depend on your individual circumstances.

Only minor adjustments can be made to your mark as your overall grades must reflect the level of attainment you have demonstrated. To make larger adjustments would jeopardize the standard of the assessment.

## Absent from the assessment

If your personal circumstances prevent you from completing an assessment we may still be able to issue you with a calculated your overall grade based on previous achievement and other available evidence.

The rules around this process are quite complicated and you will need to meet a range of criteria including:

- you were prepared to take the assessment but missed it for an acceptable reason
- you've completed enough assessments for the course to meet the minimum requirements for enhanced grading.

Please speak to your school or college if you need more information about these requirements.

Can I appeal the level of special consideration applied to my work?

In most cases, you will need to speak to your school or college if you're unhappy with the level of special consideration we've applied. Your head teacher or principal can then appeal on your behalf.

The only exception to this rule is if you've entered for the assessment as an external/private candidate. These students can lodge appeals directly.