HODGSON ACADEMY

SPECIAL CONSIDERATION POLICY (EXAMS)

2025/2026

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	October 2026

Key staff involved in this policy

Role	Name(s)
Head of centre	**Mrs S. Khan**
Exams officer	**Mrs O. Leader**
Exams Officer Line Manager (SLT)	**Mrs J. Shaw**
Senior leader(s)	**Miss F Bate, Mr A. Day, Ms S Hetherington, Mrs J Bristow, Miss J. Aionesei, Miss J. Morton, Mrs Mr L Jenkinson, Miss R Buckley, Mr C McCann, Mrs L Foley**
SENCo/Assistant SENCO	**Mrs L. Foley / Mrs L. Beaumont**
Teaching staff	**All staff**
Support Staff	**Mrs E. Maxwell**

Special Consideration

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 jeopardize the standard of the examination."

Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that Hodgson 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. 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 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 eligible, 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 examination, 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: the candidate will be kept comfortable and under supervision from the required time while appropriate arrangements are put in place for him/her to take the exam in the best possible conditions. A judgement will be made on how the candidate's situation or disposition affected performance in the exam 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 5 hours 30 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 a candidate may be affected by a minor disturbance in the exam room caused by another candidate (momentary bad behaviour, 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 stepfamily, foster-family and similar close relationships) of the exams officer, the application will be authorised by an alternative member of centre staff.

- Exams officer - Ensures applications will be processed as required by the awarding bodies using the appropriate procedure on exam boards websites. 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 required 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.

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

Timetabled written exams

• For 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 JCQ/SC 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 JCQ/ME 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, dependent 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.

• Where an application relates to lost or damaged work, this will be submitted online or by completing form 15 JCQ/LCW Notification of lost centre assessed work, dependent on the awarding body.

Private candidates

- Any private candidate entered by the centre must liaise with the exams officer (not the awarding body) regarding any application for special consideration.