

Special Considerations Policy

Purpose

The purpose of this policy is to outline what special considerations may be given and how to apply for an adjustment in marks due to special considerations.

Policy Statement

The Association has a system in place which allows for mark adjustments due to special circumstances. This means that any student who was prepared for and is present at the assessment but who has either recently suffered an incident, or, experienced an incident during the assessment, that may put them at a disadvantage, may be eligible for a mark adjustment.

How to apply for special consideration

Anybody who wishes to be assessed for special consideration must fill in the Special Considerations Form and submit it to the Association. This must be supplied along with relevant and appropriate evidence. It is the responsibility of the student to fill in and submit this form in a timely manner. The exact adjustment to be made will not be discussed with the student and will be subject to various factors including the severity of the occurrence, the timing of the occurrence and the potential impact upon the assessment procedure.

Some situations which may lead to an application for special consideration are:

- physical illness or injury of the student
- physical illness or injury of a member of the student's family
- mental ill-health
- bereavement of a family member, partner or a close personal friend
- serious disturbance during an examination
- inadequate provision for access arrangements

What special considerations can be given

Special consideration must not unfairly advantage the student and therefore the maximum allowance for an adjustment of marks is 5%. Any decision the Association makes about adjustments is final. An example of how much allowance can be made for various circumstances is shown in table 1.0. This list is by no means exhaustive.

table 1.0 – special consideration adjustments

Adjustment to be awarded	Reason for special consideration
5%	<ul style="list-style-type: none"> terminal illness of the student or a member of their family very recent bereavement
4%	<ul style="list-style-type: none"> recent surgery life threatening illness of the student or a member of their family
3%	<ul style="list-style-type: none"> recent traumatic experience recent serious illness
2%	<ul style="list-style-type: none"> illness at time of examination distress on day of examination
1%	<ul style="list-style-type: none"> disruption during the exam administrative or technical error which caused a minor disruption minor ailments
0%	<ul style="list-style-type: none"> consideration was given but it was felt the circumstances did not warrant a mark adjustment

All exams must still be marked and graded according to the actual performance of the student and not on their potential ability.

Special consideration may also be given if there are technical difficulties during the exam which result in the student being unable to complete the assessment. A pass mark may be awarded if there is previous evidence of the student’s competency. Alternatively, the student may be invited to re-sit the exam at no cost at a later date. The exact action to be taken very much depends on the circumstances.

Timescales

In order to ensure that we can fully investigate and take appropriate action, requests should be made as soon as possible.

We aim to respond to all requests in a timely manner and will adhere to the following timescales wherever possible:

Acknowledgement of request – within 5 working days

Full response – within 20 working days

Requests made more than 10 working days after the assessment will not be processed.

Appeals

If you are unhappy with the outcome of a special consideration request, you can appeal against the decision. All appeals should be made in writing to the Operations Manager.

Responsibility for this Policy

Ultimate responsibility for this policy rests with Council. Day-to-day responsibility for this policy rests with the Operations Manager. If you have any concerns about this policy please contact the Operations Manager.