

Queen's Croft High School

Special Consideration Policy (Exams)

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1. Introduction

Queen's Croft High School follows the **JCQ publication *A guide to the special consideration process (2025/26)***. This policy sets out how the school manages applications for special consideration to ensure fairness and compliance with awarding body regulations.

2. Purpose of the Policy

- To ensure a consistent and fair approach in identifying and supporting candidates who are disadvantaged at the time of an assessment.
 - To comply fully with the requirements of JCQ and awarding bodies.
 - To clarify responsibilities of staff, candidates, and parents/carers.
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3. Definition of Special Consideration

Special consideration is a post-assessment adjustment to a candidate's mark or grade to reflect temporary illness, injury, or other indisposition at the time of the assessment that has had, or is reasonably likely to have had, a material effect on their ability to demonstrate their normal level of attainment.

It can only be applied if the candidate has been fully prepared for the course and has covered the entire specification content.

4. Eligibility

According to JCQ, candidates may be eligible if their performance is materially affected by circumstances such as:

- Temporary illness, accident, or injury at the time of the assessment.
 - Recent bereavement (immediate family or very close relation).
 - Domestic crisis at the time of the assessment.
 - Serious disturbance during the examination.
 - Accidental events during the assessment (e.g. defective exam paper, failure of equipment).
 - Participation in approved international sporting commitments on the day of the assessment.
 - Previously approved access arrangements not in place at the time of the exam.
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5. Non-eligibility

Special consideration will **not** be applied in cases such as:

- Long-term illness affecting learning and revision time.
 - Bereavement more than six months before the exam (unless at anniversary).
 - Domestic inconvenience (e.g. moving house, holidays).
 - Minor disturbances in the exam room (e.g. momentary noise).
 - Consequences of committing a crime, taking alcohol or drugs, or disobeying school rules.
 - Failure of the centre to prepare candidates properly for the examination.
 - Misreading the timetable or instructions on the exam paper.
 - Lack of teaching, staff shortages, or late arrival on a course.
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6. Roles and Responsibilities

- **Head of Centre (Sam Wood):** Authorises all applications; ensures compliance with JCQ regulations; communicates final decisions to candidates/parents.
 - **Exams Officer (Maxine Morton):** Prepares and reviews the policy annually; processes online applications to awarding bodies; maintains records and deadlines.
 - **Senior Leadership Team (SLT):** Supports decisions and provides authorised evidence.
 - **Subject Leaders/Teachers:** Provide evidence of candidate performance and confirmation of preparation.
 - **Candidates/Parents/Carers:** Notify the school promptly of circumstances which may require an application.
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7. Procedures for Applications

1. Candidate or parent/carer informs the school of an incident.
 2. Exams Officer/SLT considers eligibility against JCQ criteria.
 3. If supported, Exams Officer makes an online application through the relevant awarding body portal.
 4. All applications are authorised by the Head of Centre or a delegated SLT member.
 5. Applications are submitted by the JCQ deadlines.
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8. Evidence Requirements

- Evidence may include medical notes, parental statements, witness statements from invigilators, or staff reports.
 - Evidence must be authorised by a member of SLT.
 - Records and supporting evidence are retained until after the publication of results for the series.
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9. Communication of Decisions

- Candidates/parents will be informed when an application has been submitted.
 - Outcomes are communicated by the awarding body to the centre.
 - The Exams Officer/Head of Centre will share outcomes with candidates and parents as appropriate.
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10. Appeals

- If an application is rejected, the centre will inform the candidate/parent.
 - Appeals against awarding body decisions must follow the JCQ *Guide to the awarding bodies' appeals processes*.
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11. Policy Review

This policy will be reviewed annually in line with the publication of the updated JCQ *Special Consideration* guide.

This policy has been reviewed against the JCQ 2026/27 publications: General Regulations (GR), Instructions for Conducting Examinations (ICE), Access Arrangements and Reasonable Adjustments (AARA), Instructions for Conducting NEA, A Guide to the Special Consideration Process, Suspected Malpractice Policies and Procedures (SMPP), and AI Use in Assessments.