

Special Consideration Form - Information

What do I do if I feel ill during exams?

If you feel ill before an exam, tell your parents and inform the appropriate member of school staff as soon as possible. Year 11 should let Mrs Nash know, L6th and U6th should contact Mrs Doherty. It may be appropriate to speak to a member of Exams Office staff.

If you feel ill during an exam, let an invigilator know. We may be able to move you to the back of the hall or to the Health Centre. It is important to understand that **a certain amount of noise is inevitable** if you sit your exams in the Health Centre.

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 your control which has affected your ability to demonstrate your normal level of attainment in an assessment.

In what circumstances can I apply?

You can apply when you suffer from any temporary medical condition/injury or experience a bereavement or another crisis at the time of your examination/assessment.

You can also apply if you experience a serious disturbance in your exam, or have suffered due to administrative error.

When should I apply?

Please complete and submit the Special Consideration and associated forms as soon as possible after the affected examination/assessment.

For Cambridge exams (IGCSE French, Spanish and German, English and English Literature, Pre-U Global Perspectives) the exams office will need to apply no later than seven days after the last exam of the syllabus.

For JCQ exams, the exams office will need to make the application once the examinations are over or once you have recovered; whichever occurs first. It is not necessary to make separate applications for individual subjects.

How much will I get?

It is important to have realistic expectations in terms of extra mark allowances. The size of the allowance depends on the timing, nature and extent of the illness or misfortune.

JCQ state that the maximum allowance given will be 5% of the total raw marks available in the component concerned. This level of allowance is usually reserved for the most serious of circumstances such as the very recent death of a member of the immediate family. The most common allowance given by JCQ is 2%, for illness. 1% is given to minor problems such as nose bleeds or stress (medical, not simply exam related stress).

Cambridge do not specify any limits in terms of extra mark allowances and judge each case individually.

How do they decide?

The decision made by the awarding body will be based on various factors which may vary from one subject to another. These may include the severity of the circumstances and the date of the examination in relation to the circumstances.

How do I apply?

Provide the exams office with information about your illness/issue by completing the attached form(s). You will need to know the exam details, such as which board it is and the specification/ unit code. These details are on your individual timetables. You will also need to present **a form of written evidence in medical cases.**

How do I get evidence in medical cases?

If you are in school on an exam day **with symptoms presenting**, you should go to the school Medical Centre. Medical Centre staff will be able to produce a note which we can use as evidence.

If you are *not* able to visit the school Medical Centre with presenting symptoms, (e.g. you are on study leave or the problem occurred the night before an exam) you should attempt to get a doctor's note. NHS doctors are no longer required to provide sick notes for schools, so you should either consider visiting a private doctor or completing the JCQ Self-Certification Form as detailed below.

If you are unable to get a doctor's note and you are not able to visit the school Medical Centre with presenting symptoms, you should complete the attached JCQ Self-Certification Form.

Please note that a signature will still be required from a doctor, nurse or receptionist as appropriate.

If you suffer from a *serious* injury/problem (e.g. concussion) and **receive medical treatment** outside of school during the exam period, it is important to get a note from the surgery or hospital that treats you **at the time of the problem.**

Please note that if necessary, evidence provided may need to be countersigned by the Exams Officer or the Head of Centre.

Special Consideration Application Form

Candidate Details:

Name: School Year:.....

Examination(s) affected:

Subject:..... Unit / Component:..... Date:..... Board:.....

Subject:..... Unit / Component:..... Date:..... Board:.....

Or From (Date): To (Date):.....

Category of disadvantage:

Please tick one of their categories below **and then complete the text box.**

Medical

Other (please specify)

Date problem began:..... Is the problem ongoing? Yes No

Detail of disadvantage:

Please provide up to 400 characters:

EVIDENCE enclosed? Yes No

Please sign below as appropriate:

Signature of Candidate..... Date.....

Signature of Parent/Carer..... Date.....

Countersigned: Head of Centre (CAIE) / Exams Officer (JCQ) Date.....