

City University College

In partnership with



Special Consideration Policy

Revision History

Version	Last revised	Next review date	Policy Owner	Notes
1.0	January 2019		Corporate Services	
	September 2019			Review by Komal Beg
	January 2020			Review by Komal Beg
		June 21		

Definition:

Special consideration is a post-assessment 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. It must be demonstrated that this 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 go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in assessments.

Special consideration cannot remove the difficulty faced by the candidate and there will be situations where candidates should not be entered for an assessment.

Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the whole assessment.

All assignments are designed to measure what a candidate knows and can do. The overall grades awarded must reflect the level of attainment demonstrated in the assessment or assessments. The grades awarded do not necessarily reflect the candidate’s true level of ability if attainment has been considerably affected over a long period of time. Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

Eligibility:

Who is eligible for special consideration? Special consideration can be applied in the following

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course unit but performance in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

The application for Special Considerations and reasonable adjustments is to be authorized by the Principal in the following circumstances:

1. temporary illness or accident/injury at the time of the assessment.

2. bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible).
3. domestic crisis arising at the time of the assessment.
- 3 other accidental events at the time of the assessment such as being given the wrong assignment brief.
- 4 participation in sporting events, training camps or other competitions at an international level at the time of the assignment, e.g. representing their country at an international level in sports competition.
- 5 failure by the City University College to implement previously approved access arrangements

Candidates will NOT be eligible for special consideration if preparation for or performance in the assessment is affected by:

1. long term illness or other difficulties during the course affecting study time, unless the illness or circumstances manifest themselves at the time of the assessment.
2. bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are on-going implications such as an inquest or court case.
3. domestic inconvenience, such as moving house, lack of facilities, taking holidays at the time of the assessment.
4. the consequences of committing a crime.
5. consequences of taking alcohol or recreational drug.
6. the consequences of disobeying the college internal regulations.
7. the failure of the college to prepare candidates properly for assessment for whatever reason.
8. staff shortages, building work or lack of facilities.
9. misreading the instructions of the assignment brief and failing to address all the learning outcomes thoroughly.
10. making personal arrangements such as a wedding or holiday arrangements which conflict with the assignment timetable.
11. submitting no controlled assessment/coursework/non-examination assessment at all
12. missing all internally assessed components/units.
13. permanent disability or learning difficulties (diagnosed or undiagnosed) unless illness affects the candidate at the time of the assessment or where the disability exacerbates what would otherwise be a minor issue - (difficulties over and above those that previously approved access arrangements would have alleviated).
14. failure by the college to process access arrangements by the published deadline.

Candidates who are present for the assessment but are disadvantaged

Special consideration will normally be given by applying an allowance of marks to each component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune.

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.
- the date of the assessment in relation to the circumstances and the nature of the assessment, e.g. whether written assessment/coursework/non-examination assessment, or whether a Practical Test or a Speaking Test is involved.

Special consideration cannot be applied in a cumulative fashion, e.g. on the basis of a domestic crisis at the time of the examination and the candidate suffering from a viral illness. The following circumstances must apply at the time of the assessment. Awarding bodies will not enter into discussion with candidates or their parents as to how much special consideration should be applied.

The examples listed below are provided for illustrative purposes only.

- terminal illness of the candidate
- terminal illness of a parent/carer
- very recent death of a member of the immediate family
- very serious and disruptive domestic crisis at or near the time of the examination
- life-threatening illness of candidate or member of immediate family
- major surgery at or near the time of the examination
- severe disease

- severe injury arising from a car accident
- very recent death of member of extended family
- severe or permanent bodily injury occurring at the time of the examination
- serious domestic crisis at time of examinations