



The BRIT School

Special Consideration Policy

2025-2026

KEY STAFF INVOLVED IN CONTINGENCY PLAN

| Role | Name(s) |
|----------------|----------------------------------|
| Head of Centre | Stuart Worden |
| Senior Leaders | Louise Cooper Katie Findlater |
| Exams Officer | Charlotte Byrne |
| SENCo | Lakshmy Rajah |

Special Consideration

Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s).

A centre must decide whether the candidate meets the published criteria for special consideration. An awarding body cannot determine the candidate's eligibility and make the decision for the centre. Applications must only be processed where they are supported by the centre and the candidate meets the published criteria for special consideration with evidence in place. If the centre does not support an online application for special consideration, then it must not be submitted to the relevant awarding body or bodies. Speculative applications for special consideration cannot be accepted.

Where a candidate does not meet the published criteria for special consideration, the awarding body will reject the application and provide clear reasons for doing so. Centres must not submit applications for special consideration for trivial cases. Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their assessments. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for a qualification or a unitised examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the qualification.

Purpose of the policy.

This policy is reviewed and updated annually to ensure that the special consideration process at The BRIT School is managed in accordance with current requirements and regulations. The purpose of this policy is to identify roles and responsibilities within the special consideration process and confirms The BRIT School will submit an application for special consideration where a candidate meets the published criteria.

Eligibility for special consideration

Roles and responsibilities

The role of the head of centre

- Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ document A guide to the special consideration process
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the exams officer

The role of the exams office/officer

- Understands the criteria as detailed in A guide to the special consideration process 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

The role of the senior leader

Provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration

The role of other staff

Provide any medical or other evidence that may be required to determine eligibility for special consideration

The role of an affected candidate (or parent/carer)

Provide any medical or other evidence that may be required to confirm eligibility for special consideration.

Applying for special consideration

At The BRIT School, where a candidate is eligible, special consideration will be applied for at the time of the assessment in accordance with the regulations as detailed in the JCQ document "A guide to the special consideration process".

For candidates who are present for the assessment but disadvantaged, The BRIT School must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment.

Examples where a candidate/candidates may be eligible for special consideration include:

1. A candidate arrives for the examination 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 centre supervision from the required time while appropriate arrangements are put in place for the candidate 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 eligible, special consideration will be applied for

2. Where candidates may be affected by a major disturbance in the exam room (emergency evacuation, etc.), an online application for special consideration will be submitted to the relevant awarding body where candidates have been disadvantaged.

3. Special consideration will be applied for an allowance on the last paper taken in a day when a candidate has been entered for 3 or more exams timetabled for the same day and the total duration of those papers is more than 5 hours 30 minutes (GCSE, Level 1 and 2 exams) or more than 6 hours (GCE and Level 3 examinations). (Where extra time has been used, this will be included in the calculation. Supervised rest breaks will not be included in the total duration of the papers when applying for special consideration.)

4. Where a candidate may be affected by a minor disturbance (momentary bad behaviour, a mobile phone ringing, or a momentary fire alarm) caused by another candidate, the candidate would not be eligible for special consideration.

The centre must not submit applications for special consideration for trivial cases. Examples of trivial cases which would not warrant special consideration include, but are not limited to:

- A bird tweeting outside the examination room
- A lorry reversing
- A toilet being flushed
- Doors in a corridor adjacent to the examination room opening and closing
- Very short, momentary noises, like aeroplanes, helicopters or lawn mowers

If a candidate is absent from a timetabled component or unit for acceptable reasons, and the centre is prepared to support an application for special consideration, special consideration will be applied for if the exam missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met. For unitised exams taken in an examination series prior to certification, candidates must be re-entered for any missed units at the next assessment opportunity. Unless there are difficulties arising, e.g. group performances which cannot be repeated, special consideration will not be awarded.

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored in SC 5 and applied for where eligible. This might include, for example:

- other certification
- shortfall in work (coursework/non-examination assessment)
- lost or damaged work (non-examination assessment components)
- candidates issued an incorrect or incomplete question paper, set the wrong coursework or non-examination assessment task or taught the wrong set text

Where a candidate may be eligible for special consideration (a post assessment adjustment) in other vocational qualifications, the centre will follow SC 7 and awarding body guidance to determine if, when and how an adjustment can be applied for.

Processing applications for special consideration

Roles and Responsibilities

The role of the head of centre

- Ensures before any online applications are processed, that the centre is satisfied that the candidates' circumstances warrant special consideration, as outlined in the JCQ document A guide to the special consideration process
- Ensures that any applications for special consideration where candidates meet the published criteria and are sufficiently evidenced will be submitted to the relevant awarding body

Senior Leadership team

- Authorises evidence to support all eligible applications
- Ensures that if the centre does not support an online application for special consideration, it will not be submitted to the relevant awarding body

Exams office/officer

- Understands that special consideration must be applied for at the time of the assessment
- Understands that special consideration cannot be applied in a cumulative fashion and that where a candidate may be affected by different indispositions, special consideration should only be applied for the most serious indisposition
- Ensures applications will be processed as required by the awarding bodies
- Keeps evidence to support all applications on file until after the publication of results and provides the appropriate evidence authorised by a member of the senior leadership team to support an application where this may be requested by an awarding body
- Meets the required deadline(s) for submitting applications

Teaching staff and/or ALS lead/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 medical or other evidence that may be required to support an application for special consideration
- Will be informed that all cases must be dealt with by the centre

Submitting applications for special consideration

Where candidates are eligible for special consideration, applications will be submitted to the relevant awarding body following the published processes in SC.

In cases of online applications for special consideration, the candidates will be informed when an application for special consideration is submitted to the awarding body (to ensure compliance with the UK GDPR/Data Protection Act 2018).

Evidence to support all applications will be retained on file until after results publication

Timetabled written examinations

- 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 affected where a candidate is present but disadvantaged and a separate application for each day on which exams are missed where a candidate is absent from an examination for an acceptable reason, detailed in SC 6 will be followed
- Form 14 - Self certification form (Self certification for candidates who have missed an examination) will only be completed by a candidate/parent/carer 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 Application for special consideration will be completed and submitted to the awarding body
- Where an application relates to a shortfall in work for an individual candidate, this will be submitted by completing form 10, attached to a breakdown of marks across the assessment objectives

Applications post-publication of results

If, after the publication of results for a particular examination series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a senior leader is able to produce compelling evidence to support a late application. If a claim is made after the completion of a review of results, the claimant will be informed that an application for special consideration cannot be submitted.

The application must be submitted before the deadline for reviews of results for the respective exam series.