

# Exams Support

## How to request special consideration

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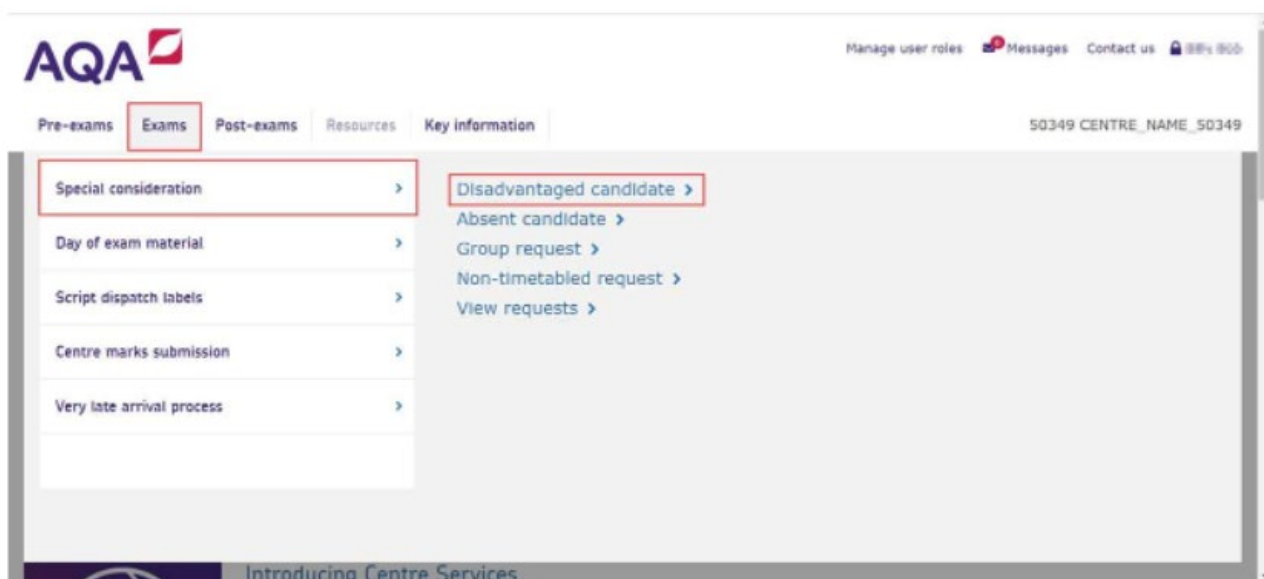
Version 1

## How to request for special consideration

To submit a request for special consideration, the Centre Administrator must log into [Centre Services](#) and follow the steps below:

### For a Disadvantaged student

- Select the Exams tab
- Select the Special consideration option
- Select the Disadvantaged candidate option



- A new request must be created

Exams / Special consideration / Disadvantaged candidate

### Create new request

Disadvantaged candidate request   Absent candidate request   Group request   Non-timetable request

Series\*  
JUNE 2018 SERIES 6G

Candidate info

Candidate number 6203	Surname Enter text	Forename Enter text
UCI Enter text	ULN Enter text	

Search   Clear

Showing 1-1 of 1 results

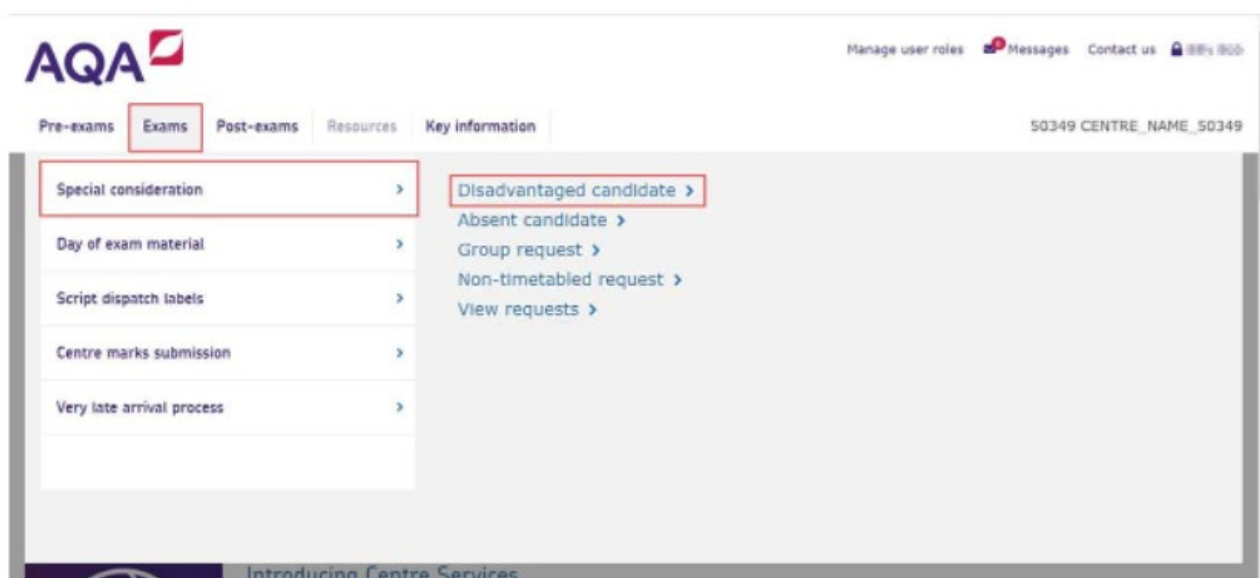
	Candidate number	Surname	Forename	UCI	ULN
1	6203	PADDOCK	JERED	0000D0895489V	2171198426

Page < 1 >

- Select the series and input the student details
- Use the most appropriate fields on the form to help your search
- Once the student record is found, select using the spot next to the candidate number
- Enter the date the problem began and the nature of the problem
- Make sure all mandatory fields are completed (these are marked with \*)
- Select the category of the disadvantage from the drop down list
- Select the unit(s) which should be included in the request
- Review all details before checking the declaration box
- Submit the request

## For an Absent student

- Select the Exams tab
- Select the Special consideration option
- Select the Absent candidate option



- A new request must be created

## Create new request

Disadvantaged candidate request   **Absent candidate request**   Group request   Non-timetabled request

Series\*

JUNE 2018 SERIES 6Y

Candidate info

Candidate number

0010

Surname

Enter text

Forename

Enter text

UCI

Enter text

ULN

Enter text

Search

Clear

Showing 1-1 of 1 results

Show

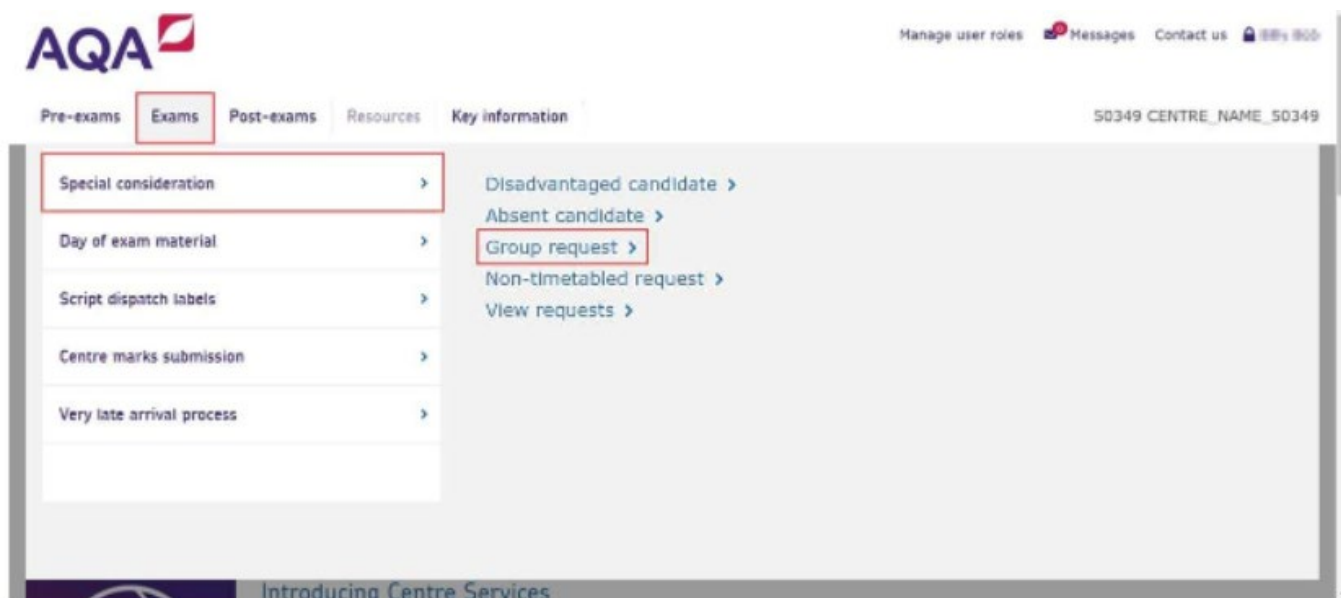
5

	Candidate number ↕	Surname ↕	Forename ↕	UCI ↕	ULN ↕
<input checked="" type="radio"/>	0010	PARSI	ANDRA	0000D0893811R	

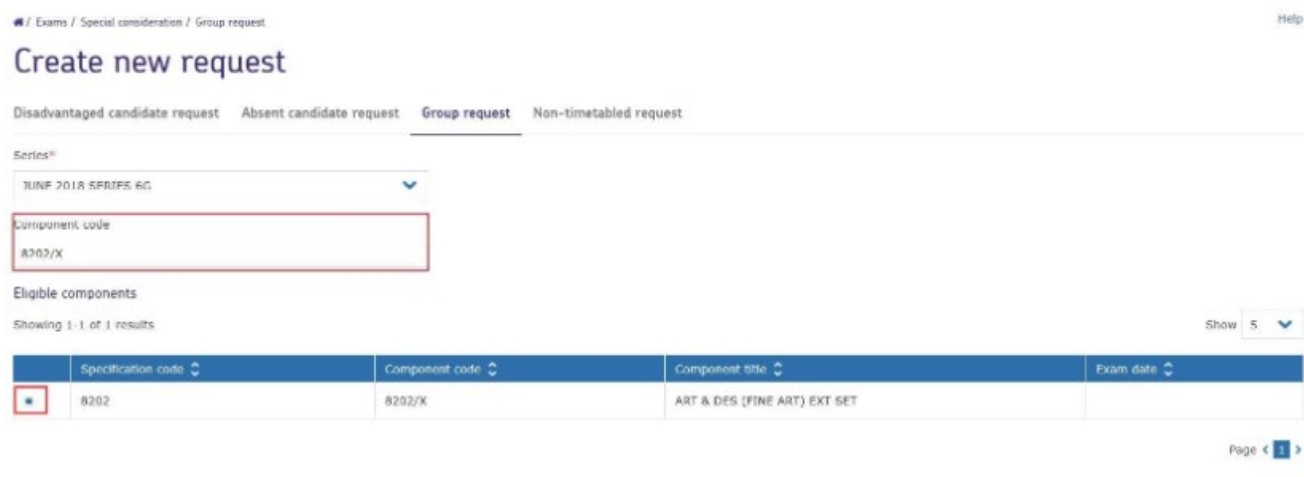
- Select the series and input the student details
- Use the most appropriate fields on the form to help your search
- Once the student record is found, select using the spot next to the candidate number
- Select the date the student was absent, and answer the questions onscreen, including any details of professional or medical evidence received
- Make sure all mandatory fields are completed (these are marked with \*)
- Enter the reason for absence, or describe the evidence which has been provided
- Select the unit(s) which should be included in the request
- Review all details before checking the declaration box
- Submit the request

## For a group request

- Select the Exams tab
- Select the Special consideration option
- Select the Group request option



- A new request must be created for each unit or component for a group



- Select all eligible students using the checkbox on the left hand side next to the candidate number

## How to request special consideration

Home / Exams / Special consideration / Group request Help

### Create new request

Disadvantaged candidate request   Absent candidate request   **Group request**   Non-timetabled request

Series\*  
JUNE 2018 SERIES 60

Component code  
8202/X

Eligible components  
Showing 1-1 of 1 results

	Specification code	Component code	Component title	Exam date
<input checked="" type="checkbox"/>	8202	8202/X	ART & DES (FINE ART) EXT SET	

Page 1

Candidate info  
Showing 1-5 of 28 results

	Candidate number	Surname	Forename	UCI	ULN
<input type="checkbox"/>	4035	BAKKER	NICHOLAS	0000D0895502F	2171198558
<input type="checkbox"/>	4042	HERERA	VADA	0000D0893082H	2171198264
<input checked="" type="checkbox"/>	4053	HOLDER	LOVELL	0000D0895506K	2171198597
<input type="checkbox"/>	5146	HAITLAND	KEEGAN	0000D0896066A	2171199392
<input checked="" type="checkbox"/>	6155	BRIIGGS	AGATHA	0000D0895509G	2171198625

Page 1 2 3 ... 6

- Make sure all mandatory fields are completed (these are marked with \*)
- Make sure the summary of problem explains the situation clearly
- Review all details before checking the declaration box
- Submit the request

## For a non-timetabled request

- Select the Exams tab
- Select the Special consideration option
- Select the Non-timetabled request option
- Select the series and input the student details
- A list of Eligible components will appear, select the required option using the radio button

Showing 1-1 of 1 results

Show 5

	Candidate number ↕	Surname ↕	Forename ↕	UCI ↕	ULN ↕
<input checked="" type="radio"/>	0001	HAMLETTE	JEVON	0000D0893325C	

Page < 1 >

### Eligible components\*

Showing 1-1 of 1 results

Show 5

	Specification code ↕	Component code ↕	Component name ↕	Exam date ↕
<input checked="" type="radio"/>	9270	9270/P	ENGLISH LANGUAGE NEA PROJECT	

Page < 1 >

### Select

- ☒ Missing or incomplete work including any work for which the candidate was absent\*
 ☐ Other problems with completed non-timetabled assessments\*

- Select the required option using the radio button
- Complete the details and check the box confirming you support the request

## Viewing the outcome of the request(s)

- Select the Exams tab
- Select the Special consideration option
- Select the View requests option
- Input the year
- Select series
  - Input the details to help search for a specific request, or
  - Search for all requests
- A table will appear which will show all requests meeting the above search criteria, and you will see a status column. Applications will be Pending, Accepted or Rejected.

## How to request special consideration

Select year\*  
2018

Select a series \*  
"186Y" "JUNE 2018 SERIES 6Y"

Request id  
Enter number

Candidate number  
Enter number

Candidate surname  
Enter text

Candidate forename  
Enter text

Component code  
Enter text

Status  
Select value

Service  
Select value

Show request Clear

Showing 1-11 of 11

Show 200

Request id	Service	Candidate number	Candidate name	Component code	Component name	Status	Evidence required	Action
000063_6Y18	Disadvantaged	0003	PLISKA LOUP	9202/2	CHEMISTRY PAPER 2	Accepted	No	
000062_6Y18	Absent	0010	PARSI ANDRA	9202/2	CHEMISTRY PAPER 2	Pending	No	

- Click on the eye icon in the Action column to review details
- The request will be pending, Accepted or Rejected

If additional information or evidence is required, you will need to action this before the request can be progressed.

For additional support with special consideration requests, please email [SpecialConsiderationQueries@aqa.org.uk](mailto:SpecialConsiderationQueries@aqa.org.uk)