

# Exams Support

## Special Consideration Policy

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Version 1

## WHAT IS SPECIAL CONSIDERATION?

Special consideration is a post-exam mark adjustment which is made by an awarding body when a student has been fully prepared for an exam and has covered the whole course but has been affected in the short-term by adverse circumstances beyond their control, for example temporary emotional or physical difficulties. Where long term circumstances have prevented the student from reaching the competence standards it may not be possible to make an adjustment.

### 1. MINIMUM REQUIREMENTS

There are minimum requirements which a student must meet before they are eligible for special consideration.

Students **will be eligible** if they have been fully prepared for the assessment and have covered the whole course but have been disadvantaged by any of the following:

- temporary illness or accident/injury at the time of the assessment
- bereavement at the time of the assessment
- serious domestic crisis at the time of the assessment
- serious disturbance during an examination
- other accidental event at the time of the assessment such as being given the wrong examination paper or failure of equipment
- participation in sporting events, training camps or other competitions at an international level at the time of certification
- failure by the centre to implement previously approved access arrangements for that specific examination series

Students **will not be eligible** if their performance has been affected by any of the following:

- being unprepared for the assessment
- long term illness or permanent disability or learning difficulty
- bereavement more than 6 months before the assessment
- domestic inconvenience such as moving house or a holiday
- the consequences of committing a crime, being charged with an offence or taking alcohol or non-prescribed drugs
- staff shortages or lack of facilities at the centre
- the temperature of the exam room
- missing all examinations in an assessment
- misreading the timetable and/or failing to attend at the right time and in the right place

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## 2. MARK ADJUSTMENTS

If a student is affected by one of the reasons listed then we may apply a mark adjustment to the exam component that has been affected, from 1%-5%. The size of the adjustment will be made in accordance with the details supplied in the application. The outcome of our decision will be made on the following basis:

- the severity of the circumstances;
- the date of the examination in relation to the circumstances;
- the assessment criteria.

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 student suffering from a viral illness. When an application fails to meet the necessary criteria, it will be rejected.

## 3. STUDENTS ABSENT FROM A TIMETABLED COMPONENT

If a student is absent from a timetabled exam component due to one of the reasons listed in section 1, then we may be able to apply a mark adjustment to the final grade.

For us to apply a mark adjustment, the student must have completed the minimum assessment requirements. For examinations 15%, or one component, of the total assessment must be completed.

OxfordAQA will award an assessment grade where a student has completed at least one whole component per specification (\*there are exceptions to this as listed below).

The revised minimum requirements are detailed below and must be met:

- For International GCSE qualifications; At least one whole component within the specification must have been completed
- For International AS qualifications; At least one whole AS component within the specification must have been completed
- For International A-Level qualifications; At least one whole A2 component within the specification must have been completed. Students will not be eligible to receive an A-level qualification through special consideration if they have only been able to complete one AS component

\*For the International Extended Project Qualification (EPQ): where the project is not completed, a grade cannot be issued.

\*A student cannot receive a grade for any qualification by only completing an Endorsement.

Special consideration applications should be made online via Centre Services. Applications must be made within 7 days of the last examination in the exam series. Applications received after the publication of results can only be accepted in exceptional circumstances.

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## 4. LOST OR DAMAGED COURSEWORK

If a student's coursework is inadvertently lost or damaged then you should apply for special consideration online. You should apply under the heading 'non-timetabled exams'.

## 5. OTHER SITUATIONS REQUIRING SPECIAL CONSIDERATION

There may be some situations which do not fit the above criteria. If you would like to discuss a particular circumstance then please contact us by email at:

[SpecialConsiderationQueries@aqg.org.uk](mailto:SpecialConsiderationQueries@aqg.org.uk)

## 6. HOW TO APPLY FOR SPECIAL CONSIDERATION

Applications for special consideration should be made online through [Centre Services](#). (A log-in will be provided for administrator upon centre approval.) We have produced [a step-by-step guide](#) to help you

Applications must be made within 7 days of the last examination in the exam series. Applications received after the publication of results can only be accepted in exceptional circumstances.

## 7. OUTCOMES AND APPEALS

The outcome of your application for special consideration will be updated online via Centre Services.

An appeal against this outcome will need to be submitted in writing by the centre to [SpecialConsiderationQueries@aqg.org.uk](mailto:SpecialConsiderationQueries@aqg.org.uk)

We are unable to accept appeals directly from students or their parents/guardians.

## 8. HONORARY CERTIFICATES AND POSTHUMOUS AWARDS

In the unfortunate situation where a student is diagnosed with a terminal illness or dies before completing their exams we can offer an Honorary certificate or a Posthumous award. Please contact [SpecialConsiderationQueries@aqg.org.uk](mailto:SpecialConsiderationQueries@aqg.org.uk) for further information.