AYLESBURY HIGH SCHOOL

Special Consideration Procedure (GCSE & GCE)

1. WHAT IS SPECIAL CONSIDERATION?

OFFICIAL JCQ GUIDANCE (MARK ADJUSTMENTS: 0% - 5%)
Special consideration is a post-examination adjustment to the marks or grades of a candidate who is eligible for consideration.

It can only seek to go some way to assist the candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. Special consideration cannot remove the difficulty faced by the candidate.

- Fit State to Sit Examinations: There will be situations where candidates should not be entered for an examination because they are not in a fit state to cope with the assessment.
- Minor Adjustments Only: Only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standard of the examination.
- Adjustment Scale: All requests are considered and a candidate may be awarded mark adjustments between 0% and a maximum of 5% for very serious difficulties (death in the family) that occur during or immediately preceding (within 2 weeks) the exam season.

2. SCHOOL CRITERIA FOR SUBMISSION

The school will only submit applications for special consideration where an adverse issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment.

ELIGIBLE CIRCUMSTANCES	INELIGIBLE CIRCUMSTANCES
• Temporary illness or injury on exam day.	• Long-term illness without acute flare-up on the exam date.
• Sudden or unforeseen family circumstances (e.g. bereavement).	• Misreading the timetable or sleeping in.
• Events completely outside the candidate's control at assessment time.	• Normal examination anxiety or stress.

3. ONGOING MEDICAL CONDITIONS & NOTES

If a candidate is suffering from ongoing conditions such as hay fever, glandular fever, or a mental health condition, parents/carers must let us know in writing how they have been affected, explicitly mentioning the symptoms and medication effects on the exact date of the exam.

✓ Example A: Single Exam Day Request (Valid)
"On Thursday 14 June Sarah was badly affected by symptoms of her hay fever causing puffy and sore eyes, difficulty in breathing and lack of concentration."
→ Allows the school to request Special Consideration for Sarah's exam on Thursday 14 June only.

✓ Example B: Multiple Affected Exam Days (Valid)
"Sarah has suffered from severe hay fever symptoms during this week (week commencing Monday 11 June) which has caused her to have puffy and running eyes, difficulty in breathing and sleeping at night which will have affected her in her exams."
→ Valid if brought to Mrs Tripathy early the following week, clearly relating symptoms to specific exam dates.

✗ Example C: Ineligible 'Blanket' Letter (Rejected by Exam Boards)
"Sarah is suffering from hay fever and this is affecting her exams."
→ Rejected: Blanket statements without exact dates cannot be processed under JCQ regulations.

4. DEADLINES & SUBMISSION PROTOCOL

STEP 1	STEP 2	STEP 3
Same-Day Notice	**5-Day Evidence**	**Proactive Care**
Inform Mrs Tripathy on or before the affected exam date. Late notice cannot be supported.	Submit written notes within 5 days of the exam to meet the awarding body's 7-day limit.	Seek medical advice regarding symptom control well in advance of the exam series.

Examinations Officer: **Mrs Tripathy** | Email: **exams@ahs.bucks.sch.uk**