



# Inspire Education Trust

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## Special Consideration Policy 2025-2026

Blue Coat CE Secondary School

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**Policy Date:** September 2025

**Review Date:** September 2026

## Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to Reflect JCQ Changes and are highlighted in yellow.
V3			September 2025	Kelly Jobson	September refined wording to make this easier to read along with a summary on the last page to reflect jcq changes

This policy is reviewed and updated annually to ensure that the special consideration process at Blue Coat School is managed in accordance with current requirements and regulations. References in this policy to GR, SC and ICE refer to the **JCQ publications General Regulations for Approved Centres, A guide to the special consideration process and Instructions for conducting examinations.**

## **1. Purpose of the Policy**

The purpose of this policy is to identify roles and responsibilities within the special consideration process and confirms Blue Coat School will apply for special consideration where a candidate meets the published criteria. (GR 5.9)

## **2. Eligibility for Special Consideration**

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control (SC 2.1).

Special consideration must be applied for at the time of the assessment (SC 2).

Candidates will not be eligible for special consideration if preparation for, or performance in the examination is affected by the reasons detailed in the JCQ publication A guide to the special consideration process (SC 2.3).

Special consideration cannot be applied for if the candidate was not able to develop their subject knowledge and understanding due to absence during the course, joining the course late, or teaching and learning being disrupted.

## **3. Roles and Responsibilities**

### **The Role of the Head of Centre**

- Be familiar with, refer to and direct relevant centre staff to the annually updated JCQ publication A guide to the special consideration process.
- Ensure where a candidate meets the published criteria, an application for special consideration will be submitted to the relevant awarding body by the exams office/officer.

### **The Role of the Exams Office/Officer**

- Refer to the criteria detailed in the JCQ publication to determine eligibility.
- Apply for special consideration to the relevant awarding body where criteria are met.
- Ensure special consideration is not applied for in a cumulative fashion. Where a candidate may be affected by different indispositions, apply only for the most serious.
- Ensure candidates are informed when an application is submitted, in line with UK GDPR/Data Protection Act 2018.

### **The Role of the Senior Leader**

- Sign appropriate evidence to support all eligible applications (SC 6).

### The Role of Other Staff

- Provide any appropriate evidence or information that may be required to determine a candidate's eligibility.

### The Role of an Affected Candidate (or parent/carer)

- Provide any medical or other evidence that may be required to confirm eligibility.

## 4. Applying for Special Consideration

At Blue Coat School, where a candidate is eligible, special consideration will be applied for at the time of the assessment in accordance with JCQ regulations.

For candidates who are present but disadvantaged, the school must be satisfied that there has been a material detrimental effect on performance.

### Examples include.

- Candidate is unwell, distressed, or injured and emergency access arrangements are required.
- Special consideration is applied if the indisposition has had a material effect on performance (SC 1).
- Allowance on the last paper taken in a day when a candidate has sat 3+ exams totalling over 6 hours (GCE/Level 3) or 5h30m (GCSE/Level 1/2) including extra time (SC 3.3).
- Serious disturbance during the exam (SC 2.1).
- Trivial disturbances (e.g. bird tweeting, lorry reversing) do not qualify (SC 2.3).

### Mark Allowances:

- 1% – Minor issues
- 2% – Common issues
- 4% – Serious issues

## 5. Candidates Absent from a Timetabled Component

If absent for acceptable reasons, and the school supports the application, special consideration will be applied if:

- The missed exam is in the terminal series.
- Minimum requirements for enhanced grading are met (SC 4).
- For GCE/GCSE, one whole component (min. 15% of total assessment) must be completed in the terminal series.
- For unitised exams prior to certification, candidates must be re-entered unless repetition is not possible.

## 6. Other Issues

Special consideration may be applied for:

- Other certification
- Coursework/non-exam assessment extensions
- Shortfall in work

- Lost/damaged work
- Incorrect/defective question paper
- Wrong assessment assignment
- For vocational qualifications, JCQ guidance and awarding body rules will be followed.

## **7. Processing Applications**

### **Head of Centre**

- Ensure all applications are supported by evidence signed by a senior leader (SC 6).

### **Exams Office/Officer**

- Process applications as required.
- Inform candidates/parents that all cases are dealt with by the centre.
- Apply at the time of assessment.
- Avoid cumulative applications; apply for the most serious indisposition.
- Retain evidence until after results publication.
- Meet awarding body deadlines.

## **8. Submitting Applications for Special Consideration**

At Blue Coat School, where a candidate or group of candidates is/are eligible, applications will be submitted to the relevant awarding body following JCQ processes.

Candidates will be informed when an application is submitted (UK GDPR/Data Protection Act 2018). Evidence will be retained until after results publication.

### **Timetabled Written Examinations**

- Applications submitted online via awarding body secure extranet.
- One application for all affected exams (present but disadvantaged).
- Separate application for each missed day (absent).
- Form 10 used only if online system does not accept applications.
- Group applications submitted online or via Form 10.
- Form 14 (self-certification) used only when appropriate and not when illness is confirmed by the centre.

### **Internally Assessed Work**

- Applications submitted online or via Form 10.
- Short extensions requested directly from awarding body.
- Shortfall applications submitted online or via Form 10.

### **Post-Assessment Adjustments – Special Consideration (Vocational Qualifications)**

- Form 10 or VQ/SC used where eligible.

### **Applications Post-publication of Results**

- Late applications accepted only in exceptional cases with compelling evidence.

- No applications accepted after a review of results is completed.

## 9. Summary of Changes – JCQ 2025/26 Updates

- Eligibility Clarifications:
  - Added clarification that special consideration cannot be awarded if the candidate was unable to develop subject knowledge due to absence, late course entry, or disrupted teaching.
- Roles and Responsibilities:
  - Exams Officer role updated to include:
  - Avoiding cumulative applications.
  - Informing candidates when applications are submitted (GDPR compliance).
- Mark Allowance Guidance

Included JCQ's updated mark allowance scale:

  - 1% – Minor issues (e.g. hay fever, momentary noise).
  - 2% – Common issues (e.g. illness, distress).
  - 4% – Serious issues (e.g. bereavement, life-threatening illness).
- Minimum Requirements for Enhanced Grading
  - Clarified that for GCE/GCSE, one whole component (minimum 15% of total assessment) must be completed in the terminal series.
- Submission Process Updates

Added detailed procedures for:

  - Online applications via awarding body secure portals.
  - Use of Form 10 and Form 14 where applicable.
  - Group applications and vocational qualifications.
  - Post-results applications and restrictions.
  - GDPR Compliance
  - Explicitly stated that candidates will be informed when applications are submitted to comply with UK GDPR/Data Protection Act 2018.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



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Lois Whitehouse  
CEO



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Nicky Aston  
Chair of Standards

