



Stratford College London

Special Considerations Policy

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Member of Staff Responsible for Policy	Jonathan Omani	
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Special Considerations Policy

This policy is designed in line with Pearson requirements and to support the College's Equal Opportunities and Fair Assessment Policy.

Objective

The policy establishes clear arrangements for giving special consideration for learners on the Pearson programmes offered at the College, who suffer temporary illness, injury or indisposition, or adverse circumstances at or near the time of the assessment or examination.

Scope

This policy applies to all learners registered on our Pearson Qualifications.

What Special Considerations Means?

Special consideration is a post-assessment allowance to reflect temporary illness, injury or indisposition beyond their control that occurred at the time of assessment. Any special consideration is not intended to fully compensate for the difficulty the learner faced at the time of assessment and can be only a small adjustment to ensure that the integrity of the assessment is not compromised.

A special consideration is the consideration given following a period of assessment for a student who:

- a) Was prepared for and present at an assessment but who may have been disadvantaged by temporary illness, injury or adverse circumstances that have arisen at or near to the time of assessment
- b) Misses part of the assessment due to the circumstances outside their control.

The learner needs to complete a special consideration form and documentary evidence may be needed in support of the application for special consideration.



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Criteria

- Where performance in an assessment was affected by circumstances beyond the learner's control.

- Examples (this list is not exhaustive):
 - Recent bereavement of a family member
 - Illness of incapacitating manner (not coughs or colds)
 - A recent physical injury

Procedure

It is the responsibility of the students to inform the Examination Officer of the college about the circumstances that affected their academic performance by completing a Special Consideration Form. The Examination officer will forward the form to the Programme Leaders. Although students may have previously discussed their difficulties with relevant staff in the College, this does not in itself constitute the submission for Special Consideration. The form should be submitted at the earliest opportunity no later than 7 days of the date of submission of an assignment. This form is available at the Reception of the College.

A claim for Special consideration must be substantiated with appropriate evidence. Documentary evidence is required to accompany the form when it is submitted to the Programme Leaders. A completed form without appropriate evidence will not be accepted. Examples of appropriate evidence may include: a medical certificate, a discharge letter from a hospital, a letter from a solicitor/lawyer etc.

Decision

- Application for special consideration must be submitted to the exam officer no later than 7 working days after the scheduled exam or submission deadline

- The decision to award special consideration will be taken by the Programme Leader (as authorised by the Assessment Board) and will be based on a thorough evaluation of the application and related documentary evidence on a case by case basis. The key underlying principle in making a decision shall be "fairness".

- All decisions on special consideration shall be formally documented and presented to the Assessment Board in its sitting and deliberation on assessment outcome.



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Possible outcomes if the application is approved

- Setting a new assessment deadline
- Substitute assessment task
- Resubmission of the original assessment task
- Recommend a different form of re-assessment, as determined by the module lead, if the same or equivalent is no longer possible, to assess whether the learning outcomes are achieved.
- Disregard a first attempt, referral or repeat and allow an additional attempt.