

Cambridge House Grammar School



Special Consideration: Information for Parents – Summer 2021

Cambridge House Grammar School will follow the advice given by the Joint Council for Qualifications (JCQ) in relation to Special Consideration. Please go to <https://www.jcq.org.uk> for further information.

As defined by JCQ, Special Consideration is a post-assessment adjustment to a pupil's mark or grade to reflect a temporary illness, temporary injury or other imposition at the time of the assessment which has had, or is reasonably likely to have had, a material effect on a pupil's ability to take an assessment or demonstrate his/her normal level of attainment in an assessment.

These include:

- Temporary illness or accident/injury at the time of assessment;
- Bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- Domestic crisis arising at the time of the assessment;
- Serious disturbance during an assessment;
- Extreme distress on the day of the assessment (not simply assessment-related stress).

Pupils will NOT be eligible for special consideration if preparation for or performance in the assessment is affected by:

- Lost teaching and learning due to COVID-19 (see below*)
- Long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves at the time of the assessment;
- Bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are ongoing implications such as an inquest or court case;
- Domestic inconvenience, such as moving house, taking holidays at the time of the assessment;
- Minor disturbance in the assessment room caused by another pupil, such as momentary bad behaviour or a mobile phone ringing;
- Permanent disability unless illness affects the pupil at the time of the assessment or where the disability exacerbates what would otherwise be a minor issue.

*Special consideration is never applied due to lost teaching and learning time. Lost teaching and learning due to the Covid-19 pandemic is being addressed this summer via the assessment methods and the flexibility afforded to the school in the content that will be assessed.

If a pupil is affected by any of the criteria listed in the JCQ definitions of Special Consideration during the upcoming assessment periods (or if they have been affected during a previous assessment which

may contribute to the range of evidence being considered in the Centre-Determined Grades process), they should contact the Examinations Officer (Mrs McClurg) and provide:

- Details of the assessment(s) affected;
- Details of the nature of the illness, injury or other imposition.

In doing so, parents and pupils should note the following.

- Requesting Special Consideration does not guarantee that an allowance will be granted.
- Any information will be treated with utmost sensitivity, relevant staff being informed on a need-to-know basis only.
- If the issue is related to illness/injury, it is helpful to submit medical evidence such as a Doctor's letter (on headed paper) outlining how, on the day of the assessment, the candidate may have been potentially disadvantaged.
- The request can be submitted to the school office for the attention of the Examinations Officer (Mrs McClurg) in a sealed envelope labelled with the pupil name and Form Class. Alternatively, it can be emailed to info@cambridgehousegrammar.ballymena.ni.sch.uk with pupil name and Form Class clearly stated in the email and "FAO Mrs McClurg" as the subject heading.
- JCQ regulations state that 'Candidates will not be eligible for special consideration if preparation for or performance in the examination is affected by long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves at the time of the assessment'.
- In respect of illness/injury/event that arises during the assessments conducted in April—May 2021, applications must be forwarded within five days of the assessment.
- In respect of assessments earlier in the academic year which may be considered within the range of evidence being considered within the Centre-Determined Grades process, the school may already be aware of issues which would be considered eligible for Special Consideration. However, for the avoidance of doubt, applications should be submitted as outlined above by 3.30 pm on Friday 23 April 2021.
- JCQ regulations state that 'Awarding bodies will not enter into discussion with candidates or their parents as to how much Special Consideration should be applied'. The maximum allowance given will be 5% of the total marks available, and the most common category of allowance is 2% of the total marks available.

April 2021