

Special Consideration Policy & Process at Oakwood Park Grammar School

Mitigating the need for special consideration

The usual process of centres submitting special consideration applications to awarding organisations for qualifications will not apply this summer.

As the range of evidence is flexible and can be tailored to an individual student according to coverage of the specification, then instances of special consideration should be limited.

Our school will be able to select work completed by a student where they were unaffected by adverse circumstances. Where a student has been affected, it is essential to make clear that evidence of these adverse circumstances may be requested, so as to avoid malpractice.

Please be advised that special consideration cannot be applied for reasons of lost learning or school closure.

Requesting Special Consideration

In the event of a temporary illness, a temporary injury or some other event outside of the student's control which may have affected their performance in assessments which will be used to determine a grade, teachers will take this into account and document how they have done so.

With regards to our April – May assessment period, students and/or parents and carers will need to put a request for special consideration, in writing to the Examinations Officer, outlining the reason for the request. Mrs Wright, our Examinations Officer can be contacted via email at PWright@opgs.org.

Oakwood Park Grammar School must be satisfied that the issue or event has had, or is reasonably likely to have had, a material effect on a student's ability to demonstrate his or her normal level of attainment in an assessment. Oakwood Park Grammar School will record how we determined the impact of the misfortune.

We will be able to apply special consideration where we have prior knowledge of a situation which means a student is entitled to the application of the policy.

Where there is a case for special consideration following an assessment, we will determine this as a 'post assessment' request. It is important that students raise the issue of special consideration as soon as possible.

Requests **must** be made before the submission of the teacher assessed grade on Friday 18th June.

The extent of Special Consideration

Oakwood Park Grammar School will be using the JCQ guidance for special considerations. Where special consideration is applied, it is awarded in the form of an increase of the percentage of raw marks

achieved in the assessment. A 5% increase in the number of raw marks achieved is the maximum special consideration award.

5% This is the maximum allowance and will be reserved for the most exceptional cases, such as:

- terminal illness of the candidate;
- terminal illness of a parent/carer;
- death of a member of the immediate family within two months of the examination;
- very serious and disruptive crisis/incident at or near the time of the examination

4% Very serious problems such as:

- life-threatening illness of candidate or member of immediate family;
- major surgery at or near the time of the examination;
- severe disease;
- very recent death of member of extended family;
- severe or permanent bodily injury occurring at the time of the examination;
- serious crisis/incident at the time of the examination.

NB 'Very recent' is defined as within one month of the examination(s) taking place.

3% A more common category (more cases will fall into this category), including:

- recent traumatic experience such as death of a close friend or distant relative;
- recent illness of a more serious nature;
- flare-up of a severe congenital/medical condition or a psychological condition;
- broken limbs;
- organ disease;
- physical assault trauma before an examination;
- recent crisis/incident;
- witnessing a distressing event on the day of the examination involved.

NB 'Recent' is defined as up to four months prior to the examination(s) taking place.

2% The most common category of allowance - most cases will fall within this category:

- illness at the time of the examination;
- broken limb on the mend;
- concussion;
- effects of pregnancy (not pregnancy per se);
- extreme distress on the day of an examination (not simply exam related stress);

1% Reserved for more minor problems:

- noise during examination which is more than momentary;
- illness of another candidate which leads to disruption in the examination room;
- stress or anxiety for which medication has been prescribed;
- hay fever on the day of an examination;
- minor upset arising from administrative problems.

Where the request for special consideration fails to meet the criteria it will be rejected.

A guide to the special consideration process, produced by JCQ can be found here:

<https://www.jcq.org.uk/wp-content/uploads/2020/08/A-guide-to-the-spec-con-process-202021-Website-version.pdf>