10th November 2026

Re: Special consideration for mock exams

Dear Parents, Carers, Guardians and Students

Although the government's plan is that exams will take place as normal next summer, their contingency if exams need to be cancelled is to use teacher-assessed grades. Year 11 mock exams would be key evidence towards grades should the contingency plan be actioned. If this were the case, schools would be able to take into account any circumstances at the time of the mock exams that may have impacted on a student's performance. We are therefore giving parents and students the opportunity to provide the school with any information that you believe should be considered if we were required to generate teacher-assessed grades.

Centres are advised to work with reference to JCQ's *A guide to the special consideration process.* There is a formal process which requires the completion of a form which can be found on the Northgate website in Learning/Examinations/Year 11 mock exams. **Please note that, even if the school is already aware of any mitigating circumstances, this form must still be completed**. The form should be completed for both mock exams taken and those for which candidates were absent. It will help if we have as much specific detail as possible, including dates surrounding the circumstances.

JCQ states that application for special consideration must be made at the time of the assessment; this means that the school will only be able to consider applications received a maximum of **48 hours after the scheduled mock exam.** Please submit completed forms and any accompanying evidence via email to exams@northgate.suffolk.sch.uk.

Key information from JCQ about special consideration:

- Special consideration is an adjustment to a candidate's mark or grade to reflect **temporary** illness, **temporary** injury or some other event outside of the candidate's control **at the time of the assessment**.
- It can only be applied where the candidate's performance has been adversely affected i.e. has prevented them from demonstrating their normal level of attainment.
- Only minor adjustments can be made, as to make larger adjustments would jeopardise the standard of the qualification. The maximum adjustment is 5%, which is reserved for the most exceptional cases.
- The mark awarded might not reflect the candidate's true ability if attainment has been considerably affected over a long period of time. **Where long-term circumstances have prevented the candidate from reaching the competence standards, it may not be possible to make an adjustment**.
- **Examples of circumstances <u>not</u> eligible for special consideration are as follows:**
    - Long-term illness or other difficulties during the course affecting revision time
    - Bereavement more than six months before the assessment
    - Domestic inconvenience, such as moving house
    - Failure to cover the course because of joining the class part way through
    - Misreading the instructions on the paper and answering the wrong question(s).

Special consideration would not generally apply for non-examined assessment or coursework, as this is ongoing over an extended period of time.

If you should have any queries about this process, please contact the exams team by emailing exams@northgate.suffolk.sch.uk.

Yours sincerely

Mr G Bolton
Examinations Officer