

7<sup>th</sup> May 2024

Re: Special consideration for exams - summer 2024

Dear Parents, Carers and Students

As the summer exam season approaches, I thought it would be useful to share with you information about special consideration for exams.

Key information from the Joint Council for Qualifications is as follows:

- 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 jeopardize 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 not 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
  - 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.

Please note that it is not possible for applications for special consideration to be made direct to the exam board by candidates or their parent/carer – the centre has to apply on the candidate's behalf. If a candidate or their parent/carer thinks that the criteria for special consideration might apply, they should complete the form which can be found on the Northgate website in Learning/Examinations/Special consideration. **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 the exams taken, and those for which candidates were absent. It would be helpful if we have as much specific detail as possible that we can provide to the exam board, including dates surrounding the circumstances and any medical evidence, if applicable. **The form should be completed after the exam in question; we cannot accept applications in advance of an exam.** Please submit completed forms and any accompanying evidence via email to [exams@northgate.suffolk.sch.uk](mailto:exams@northgate.suffolk.sch.uk).

If you should have any queries about this process, please contact the exams team by emailing [exams@northgate.suffolk.sch.uk](mailto:exams@northgate.suffolk.sch.uk).

Yours sincerely

Mr Hill  
Examinations Officer