

RECAO

Policy Document

Special Considerations
Policy

RECAO Special Consideration Policy and Form

Regulatory Requirements -General Conditions of Recognition: Condition G7

Introduction

This procedure provides clear arrangements for making special consideration in relation to RECAO qualifications. This policy sets out:-

- How a learner qualifies for a special consideration
- What special consideration will be given

Scope

- This policy applies to RECAO Awarding Body Staff, RECAO Centres, and learners.

Definition of Special Consideration

Special consideration is for students who experience extenuating circumstances during an exam.

Special consideration falls under two categories:

1. Personal circumstances for a candidate; and
2. Issues arising from the exam environment itself.

How a Learner qualifies for a Special Consideration

Personal circumstances might include illness, bereavement, or other circumstances which are specific to you and not to the exam. Usually you will need to defer your exam. By attending the exam, you will be presumed to be fit to take the exam and able to fully demonstrate your knowledge and skills. Where circumstances occur before the exam application deadline, you might be eligible for access arrangements. Make sure you read the relevant guidance. RECAO will only accept special consideration applications relating to personal circumstances where all of the below apply.

- The issue was significant, and would have a clear impact on your exam mark.
- Exam deferral was not an option.
- The circumstances are independently verified with appropriate evidence (see below).
- The circumstances were not related to travel or lateness.
- You took reasonable mitigating action to prevent any negative impact.
- You could not have applied for access arrangements, or were not eligible for access arrangements

You should inform the invigilator; many problems can be solved at the exam venue. If you have advised the invigilator, or they were already aware of the issue, then you need to consider whether the circumstances had a clear and substantial impact on your exam performance. You must submit an application for special consideration if you want us to consider your circumstances, even if the invigilator says they will report it. RECAO will only accept special consideration applications relating to exam environment issues where all of the below apply

- The issue was significant, and would have a clear impact on your exam mark.

- You took reasonable mitigating action to prevent any negative impact.
- The invigilator was unable to resolve the issue(s).
- The invigilator is able to verify the details of your application.

What Special Consideration will be made

If in attending the planned assessment, the learner is unable to demonstrate his or her level of attainment in the assessment. Special Considerations could include

- Offer of an alternate exam date
- Alteration to marks subject to Awarding Committee decision
- Usually, a successful application for special consideration will mean your exam is voided. You would not receive a mark for the exam, it would not count as an attempt, and you would not be eligible to apply for marks feedback. We would offer another opportunity to take the exam.

The Special Consideration is reported to RECAO

The Special Consideration should be reported to RECAO using the form which can be found at the end of this policy.

In rare cases where the Centre Manager suspects Malpractice or Maladministration when the special consideration is reported, the procedure that will be followed as outlined in the RECAO Malpractice and Maladministration Policy and Procedure.

What evidence will be accepted

Special consideration applications will need to be supported by independent evidence. Any evidence you submit must be from an appropriate source, and must be verifiable. Medical evidence must be issued within two days of the exam date and must be sufficiently detailed to demonstrate the impact on your exam performance. It's up to you to supply appropriate evidence. We won't consider evidence from friends or relatives nor will we contact third parties on your behalf. You should always consult a fully qualified doctor if you require medical evidence. Where relevant, we will also consider the statements of RECAO invigilators in the context of your application and corresponding evidence.

Specific exclusions

In addition to the requirements above, for avoidance of doubt, we will not accept applications:

- supported by statutory sick notes which do not give sufficient detail
- supported by evidence from family or friends;
- Supported by self-certification form
- relating to minor illness such as colds or headaches;
- relating to any incident prior to the exam day;
- relating to any incident on the exam day where you chose to attend in an unfit state;
- for physical impairments supported by evidence from a doctor who has not examined you in person;
- relating to minor disturbances such as mobile phones ringing, or keyboard noise in exams;

- relating to invigilator actions necessary for the administration of the exam;
- relating to travel or lateness;
- relating to issues of which you were aware and may have been eligible for access arrangements;
- which require RECAO to contact parties on your behalf (we will only review what you provide); or
- which are late or incomplete because criteria in this document have not been met.

This list is not exhaustive and only represents common circumstances which are not eligible for special consideration. Issues which fall under the Equality Act 2010 will be considered on a case-by-case basis, and the Awarding Committee will adjust the special consideration criteria if this is required by the Act.

Monitoring and Review

Use of this procedure will be monitored annually to ensure the procedure and its approach remains fit for purpose.

Special Considerations Application Form

Applications for Special Considerations must be submitted no later than 7 days after the examination. RECAO aims to respond to all requests within 10 working days. For further information on Special Considerations, please see the Special Considerations Policy. Special Considerations are **only** granted when the candidate can demonstrate that there were exceptional circumstances that affected their ability to perform to the best of their ability during the examination. All relevant medical certification must be provided where appropriate. Medical certification must be relevant and detailed and confirm that an assessment would be affected by the condition.

Learner details

Name: -

Email:

Telephone:

Candidate Number:

Examination Session:

Examination/s for which application is made: _____

Reason for application

Has medical documentation been attached? y/n

Has other evidence been attached? y/n

Has learner previously received a Special Consideration from RECAO? y/n

Summary of exceptional circumstances beyond the candidate's control:

Declaration: I declare that the information provided is true and complete to the best of my knowledge.

Signature: _____ Date: _____

