



Special Considerations Policy

Policy	Special Considerations Policy
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1. Introduction

'Special Considerations' means the arrangements made to modify assessments for candidates experiencing illness, injury or disability.

Special Considerations can be split into two separate areas; pre-assessment and post-assessment.

Pre-assessment special considerations, which are approved before an examination or assessment, are intended to allow attainment to be demonstrated; for example the production of a modified paper for a candidate with a visual impairment, whose need has previously been established. These are also known as reasonable adjustments.

Post-assessment special considerations, which may be given following an examination or assessment, are intended to ensure that a candidate with a temporary illness, injury or indisposition at the time the assessment is conducted is given some recognition of the difficulty he/she has faced. These are also known as extenuating circumstances.

There will be instances when a candidate is either too unwell or distressed to cope adequately with an assessment and in such cases the special consideration may be to allow the candidate to take the assessment at a later date as if for the first time, with no maximum limit on his/her attainment.

Beyond Horizons Academy has a responsibility to ensure that all its candidates have equal opportunities to reach their full potential. In some instances candidates may require adjustments to the assessment process to give them an equal opportunity.

2. Examples

3. Pre-assessment Special Considerations

The table below lists some examples of common special considerations or disabilities or effects that may lead to the application of pre-assessment adjustments. This is not an exhaustive list:

Special Consideration type	Examples	Typical adjustment
Communication and Interaction	Written communications difficulties, autism, dominant hand injury	Extra time, scribe, word processor
Cognition and Learning	Learning difficulty, dyspraxia, dyslexia	Extra time, reader, scribe
Sensory and Physical Needs	Restricted language/vocabulary, visual impairment, colour blindness	Braille paper, large print, coloured paper, extra time
Behavioural, Emotional and Social Needs	Obsessive-compulsive disorder (OCD), Asperger's syndrome, Tourette's syndrome	Prompter, rest breaks, alternative venue

4. Post-assessment Special Considerations

An application may be made for post-assessment special consideration either:

- a. When a candidate's performance in an examination may have been affected by circumstances beyond his/her control, for example:
 - a personal trauma or upset shortly before or at the time of the examination, such as bereavement or family crisis
 - a minor injury occurring immediately before the examination, such as a sprained wrist
 - a sudden malfunction of the computer immediately before the examination, if it is required as part of the assessment
 - serious disturbance at the time of the examination, such as noise from nearby building works

OR

- b. When the examination is not completed due to circumstances beyond the candidate's control, for example:
 - illness part way through an examination

- disruption to the examination by external factors, such as a fire alarm or power failure.

Post-assessment special considerations are intended to allow for those who suffer sudden minor illness or injury at the time of the examination and do not include those who are injured in advance of the examination or are ill at the time. It is not advisable for a candidate who is unwell to attend for an examination, nor for those experiencing illness or injury to be assessed under disadvantageous circumstances that cannot be taken into account by the examiner.

5. Process for Requesting Special Considerations

5.1 For Pre-Assessment Special Considerations:

1. Candidates or their representatives should submit a written request for pre-assessment special considerations to the Examination Coordinator at least two weeks prior to the examination or assessment date.
2. The request should specify the nature of the illness, injury, or disability and include relevant supporting documentation, such as medical certificates or reports.
3. The Examination Coordinator will review the request in consultation with relevant staff members. Decisions will be based on the provided evidence, Beyond Horizons Academy's policies, and the feasibility of the requested accommodation.
4. The candidate will be informed in writing about the decision and any accommodations or adjustments that will be implemented.
5. If the pre-assessment special consideration request is denied, the candidate has the right to appeal the decision following Beyond Horizons Academy's appeals process

5.2 For Post-Assessment Special Considerations:

1. Candidates or their representatives should submit a written request for post-assessment special considerations to the Examination Coordinator no later than three days after the examination or assessment date.

2. The request should detail the unforeseen circumstances that affected the candidate's performance and provide any relevant evidence.
3. The Examination Coordinator, in consultation with the relevant assessors or examiners, will determine if adjustments to marks or grading are appropriate.
4. The candidate will be notified in writing of any adjustments made or if the request has been denied.
5. If the post-assessment special consideration request is not approved, the candidate can appeal the decision in accordance with the academy's appeals process.

6. Further Information

For further information, please consult NCC Education's Special Considerations Policy (which can be found at <http://www.nccedu.com/policies-advice/policies-and-procedures>) or contact **Examinations coordinator** at Beyond Horizons Academy