

## How to apply for special consideration

## What is special consideration?

Special consideration is a post-exam adjustment made to a candidate's mark, by an awarding body, to make allowances for any adverse circumstances, for example, illness, bereavement or temporary injury.

If you think there is a chance that a candidate or group of candidates has been disadvantaged in any way your Centre should apply for special consideration on their behalf.

### Types of special consideration

There are two types of special consideration that your Centre can apply for – 'absent with good reason' and 'present but disadvantaged'.

### 1. Absent with good reason

- A candidate is ill, or had an accident, and cannot attend the exam.
- A candidate is absent because they are attending the funeral of a close relative or friend.
- A candidate is competing in an international competition and is representing their country.

#### 2. Present but disadvantaged

#### The individual candidate

- A candidate becomes unwell during an exam.
- A candidate was unwell at the start of the exam but chose to sit it anyway.
- A candidate had an accident and was disadvantaged by pain or temporary disability.
- A candidate is present for an exam but has a relative who has died or is in hospital with a terminal illness.
- A candidate was affected by something that happened on the way to the exam, such as witnessing an accident.

#### The centre

- A centre has difficulty obtaining equipment or supplies for a practical exam.
- A disturbance, or a political or environmental upheaval, including riots or earthquakes.

You should attach the appropriate evidence to your application for special consideration. If the candidate needs special consideration because they were ill or had an accident you will need to attach a medical certificate or hospital letter to the application.



# Frequently asked questions about special considerations

# How will you determine what grade the candidate is given?

We will use the candidate's performance in the other papers they sat for the syllabus to determine their grade. To do this the candidate must have sat papers, in the same series, that make up 50 per cent of the syllabus mark.

If they have not done this we cannot apply special consideration as we will not have enough information to determine their grade. If this is the case we will advise you to withdraw the candidate from the syllabus and enter them for the exam in the next series.

## How to apply for special consideration continued

## When is a candidate not eligible for special consideration?

There are some situations where a candidate will not be eligible for special consideration. These situations include:

- a candidate was absent from an exam for personal reasons, such as a holiday
- a candidate misread the timetable and turned up for the exam late or at the wrong time
- your centre did not apply for access arrangements for candidates with a known condition such as diabetes or epilepsy
- a candidate already had access arrangements in place for the same condition
- English is not a candidate's first language
- a candidate completed the wrong question paper (other than in exceptional circumstances)
- a candidate has encountered difficulties during the course, which affected their preparation for the exam, including disturbances from building work, lack of proper facilities, changes or shortages of staff, industrial disputes, or inadequate teaching by the centre
- a candidate has missed more than 50 per cent of the overall assessment
- a candidate has not completed any coursework.

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### How do I apply for special consideration?

Cambridge International Schools can submit applications through the Special Consideration area of CIE Direct or by using our special consideration forms. Cambridge Associates can submit special consideration applications on behalf of their schools using our forms.

If you apply using our forms:

- collect the relevant evidence from the candidate, such as a medical certificate or hospital letter
- complete the form, which is available from CIE Direct, stating if the application was 'absent with good reason' or 'present but disadvantaged'. If a candidate sat part of the exam, but had to leave early because they were ill, then you should state the amount of time the candidate missed
- make sure that you make a note on the form of all the syllabuses and components that are affected, for example, 0510 component 05
- attach all the evidence to the form and send it to us.

If you are applying online through CIE Direct:

- log in as normal and navigate to the 'special consideration' area
- select the relevant application type
- complete and submit the application on screen

You can download our guide to making applications from the 'Help' section.

**Learn more!** For more information please visit the Exam Officers section at www.cie.org.uk/examsofficers or contact Customer Services on +44 (0)1223 553554 or email info@cie.org.uk

