

Special Consideration

Read the guidance notes at the end of the form before you fill it in.

Centre number						Centre name	
Candidate number						Candidate name	
Exam series							

Syllabus title	Syllabus code	Component code(s)	Date of exam	Did not sit component	Sat component but disadvantaged

Date circumstances started **Are these continuing circumstances?** **Yes** **No**

Enter details of the adverse circumstances that affected the candidate's exam performance or coursework in the box below. (Do not attach these details in a separate document.)

Have you attached current medical/psychological evidence? **Yes** **No**

Please list the two candidates immediately above and two immediately below the candidate in question **in the order of merit** within the teaching group.

Candidate number	Candidate name	Class order of merit	Forecast grade

I support this application and am satisfied that the information on this form is correct.

Signed (Head of Centre) **Date (DD/MM/YY)**

Name

If you submit this form electronically please tick the check box as an alternative to signing the form.

Returning this form

Return this form to info@cie.org.uk. Please include your Centre number and Form 7 Special Consideration in the email subject line. Save a copy of the form for your own records.

Guidance notes

Background

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.

Completing the form

- Complete a separate form for each syllabus.
- List all the components affected.
- You can submit one form in cases where a group of candidates has been disadvantaged by a particular event (for example, fire alarm). If you do, please submit a clearly titled list of the candidates' names and numbers along with this form.
- In cases where medical/psychological evidence is required, submit a clearly titled document with the application.

Deadline

Please submit the special consideration application within seven days of the last exam in the syllabus affected.

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>
If you use an earlier version of Adobe Reader your data will not be saved.