

Special Consideration (Shortfall in Coursework)

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

Section A: Candidate details

| | | | |
|-------------------------|----------------------|-----------------------|----------------------|
| Centre number | <input type="text"/> | Centre name | <input type="text"/> |
| Candidate number | <input type="text"/> | Candidate name | <input type="text"/> |
| Exam series | <input type="text"/> | Contact name | <input type="text"/> |

Section B: Explain why the candidate has a shortfall in coursework

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| Is supporting evidence attached? Yes No |

Section C: Give details of the percentage (%) of coursework the candidate has completed (include a breakdown of marks across the criteria if available)

| | |
|--|--|
| | |
| Date candidate started coursework <input type="text"/> | Date the shortfall occurred <input type="text"/> |

Section D: Subjects for which application is made

| Syllabus title | Syllabus number | Component(s) |
|----------------|-----------------|--------------|
| | | |
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Section E: Declaration

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

| | | | |
|--------------------------------|----------------------|---------------------------|----------------------|
| Signed (Head of Centre) | <input type="text"/> | Date (DD/MM/YY) | <input type="text"/> |
| Name | <input type="text"/> | | |

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 the form name and number (found at the top right-hand corner of the form) 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.

Before completing this form, please read Part 5 of the *Cambridge Handbook* to make sure your candidate(s) is eligible for special consideration (Shortfall in Coursework). We cannot award any adjustment to the candidate's mark if teaching arrangements at the Centre did not enable them to cover the necessary coursework by the submission deadline.

A candidate can only be awarded a grade if they have completed a minimum of 50 per cent of the total coursework requirement.

Completing the form

- **Section A:** If the application is for several candidates affected by identical circumstances, for example, somebody accidentally destroyed a batch of coursework, attach a separate document that details the names and candidate numbers of those involved.
- **Section B:** Where appropriate, your application can be supported either by a certificate from a qualified medical practitioner or by a statement, signed by the Head of Centre or the exams officer.
- **Section C:** Use an extra sheet if necessary to detail the percentage of coursework completed by the candidate(s).

Deadlines

The deadlines for submitting this form are:

- June series – 21 February
- November series – 16 August

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