

## Special Consideration

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

<b>Centre number</b>						<b>Centre name</b>	
<b>Candidate number</b>						<b>Candidate name</b>	
<b>Exam series</b>							

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](mailto: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.

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