



SPECIAL CONSIDERATIONS POLICY

SCCU LIMITED

VERSION 1.0

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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
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Introduction

1. A special consideration is where an assessor or awarding body grants an individual a post-assessment adjustment of a mark/grade or the learner being granted the opportunity for resubmission of assessment.
2. Unlike reasonable adjustments, special considerations are not covered under UK Law, however, where individuals are disadvantaged by circumstances out of their control, they may apply to be considered for the granting of a special consideration.
3. These circumstances may be related to health, grievance, natural disaster, unexpected disruption of the assessment or another legitimate reason.

Scope

4. This policy applies to all learners and apprentices that wish to request a special consideration.
5. The relevant awarding organisations for the learner define the final parameters for approval of special considerations, and ultimately the outcome of a successful request for a special consideration.

Roles and Responsibilities

- Special Considerations can be made to Program Tutors (in person) or the Apprenticeship and AEB Manager (in writing via email or letter).
- The Learning Support Manager is the point of escalation for requests.
- The awarding organisation or end point assessment organisation defines the parameters for special considerations.

Special Considerations

General Guidance

6. Special considerations may be granted following an assessment or exam in exceptional circumstances where a learner is disadvantaged by an issue or occurrence beyond their control that has a detrimental effect on their ability to perform during the assessment.

7. The issue or occurrence must have had, or is reasonably likely to have had, a material effect on a candidate's ability to take the assessment or demonstrate their normal level of attainment in an assessment.
8. The issue or occurrence may affect an individual physically or mentally.
9. The following are considered legitimate reasons why a learner may request special considerations. This list is not exhaustive:
 - Bereavement – the death of close relative/significant other (of a nature which, in an employment context, would have led to an absence for compassionate leave).
 - Serious unplanned short-term illness or accident (of a nature which, in an employment context, would have led to an absence of sick leave).
 - Significant adverse personal/family circumstances.
 - A significant disruption of an examination which is known to SCCU.
 - Severe adverse weather conditions leading to an individual being unable to attend an examination or complete an assessment in the required timeframe.
 - Other significant exceptional factors for which there is evidence of potential significant stress on the learner consequently.
10. The following are will not be considered as valid requests for special considerations. This list is not exhaustive:
 - Long term conditions or illnesses that the learner was aware of before starting the course or taking the assessment or exam.
 - Planned surgery that the learner was aware of before starting the course or taking the assessment or exam.
 - Any other incident that the learner could or should have planned for.

Applying for Special Considerations

11. Individuals should advise their Programme Tutor as soon as possible where they are requesting a special consideration. Where an individual has already completed the exam or assessment this should be no more than five working days post-assessment.
12. The Programme Tutor will escalate the request to the Learning Support Manager.

13. Initially, the request may be via the telephone, however, the individual will be required to follow up by providing details of the reasons for the request in writing.
14. Requests relating to apprenticeships should be submitted by email or letter, addressed to the Apprenticeship and AEB Manager.
15. This written request must include:
 - Full Name.
 - Address.
 - Date of Birth.
 - Course or Learning Session Details.
 - Date of request for special consideration.
 - Details of the reason for the request.
16. SCCU and the relevant awarding organisation may request evidence before considering the request.
17. The Awarding Body or End Point Assessment Organisation for Learners on Apprenticeship Standards may have their own requirements for Special Considerations, and these will be validated along with the request.
18. The following are examples of evidence that may be required to support the request. This list is not exhaustive:
 - Copy of a death certificate.
 - Letter of support/explanation from a support service such as a Registered Health Professional.
 - Letter of support/explanation from the third-party such as an insurance provider, local or regional recognised body such as the police, a lawyer or solicitor.
 - A letter confirming details of a catastrophic incident such as flood, accident, fire (with the date of incident).
 - Exam invigilator incident report.
 - A self-certificate.

Outcome of the Special Consideration Requests

The outcome of the request depends on several factors including:

- The time the request was submitted.
- The nature of the request (if the request is within policy).
- The evidence submitted.
- The regulations and guidance of our awarding body.

The outcome of successful requests may be:

- Deferred assessment date.
- Opportunity to take/complete an exam/assessment at a future date.
- Adjusted mark/grade.
- A predicted grade being assigned.
- Allowing of resubmission of work.

19. SCCU cannot accept liability for the outcome of a special consideration where the decision is made by the awarding organisation.