

Aim:

To ensure that a learner is not disadvantaged, following a period of assessment, as a result of:

- temporary illness, injury or adverse circumstances that have arisen at or near to the time of assessment
- missing part of an assessment due to circumstances outside their control

Principles:

Special consideration is a **post-assessment** allowance to reflect temporary unavoidable circumstances that occurred at the time of assessment. This could be circumstances such as illness, injury or bereavement. Any special consideration granted cannot remove the difficulty the learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised. NOTE: It may not be possible to apply Special Consideration to “licence to practice” qualifications.

In order to do this, safeagent will:

Consider requests for ‘Special Consideration’ for a learner who is fully prepared and present for a scheduled assessment if:

- Performance in an assessment is affected by circumstances beyond the control of the learner, e.g., recent personal illness, accident, bereavement, serious disturbance during the assessment
- Alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate
- Part of an assessment has been missed due to circumstances beyond the control of the learner
- Consider the following as examples of circumstances which **may** be eligible for special consideration (this list is not exhaustive):
 - terminal illness of the learner
 - terminal illness of a parent, partner or close relative
 - recent bereavement of a member of the immediate family
 - serious and disruptive domestic crises leading to acute anxiety about the family
 - incapacitating illness of the learner
 - severe car accident
 - recent traumatic experience such as death of a close friend or relative
 - flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack
 - recent domestic crisis
 - recent physical assault trauma
 - a broken limb on the mend

safeagent will consider applications for special consideration from learners when they follow the process below:

- Use appropriate paperwork; learners can link to our online request form [HERE](#)
- They should include their learner registration details
- Supply evidence to support the application such as a medical certificate, a doctor's letter, a statement from an invigilator (if relevant), or any other appropriate information
- They should apply **within 7 days** of the assessment having taken place
- The request will be considered by the Head of Learning and Development [HoLD] and a decision will be given within ten working days
- If the learner is dissatisfied with the outcome of the request, they must follow the separate Appeals Policy which can be found on the learning platform

Guidance

Special consideration can only ever go some way towards compensating a learner who has been disadvantaged during an assessment. It is not possible to reflect what might have been achieved in more favourable circumstances.

This policy will next be reviewed in January 2024 by the Head of Learning & Development.