



# Portadown College

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Principal: Gillian R Gibb, BA(Hons), PGCE, MSc, PQH(NI)

## **Public Examinations: Special Consideration & Missed Component**

Overleaf is information on special consideration for Summer 2024. This applies in two circumstances:

- Candidate is present for the examination but disadvantaged.
- Candidate is absent for an examination (Missed Component).

Please note that if a Year 11 is absent for an examination in the Summer Series, they will be automatically entered for the unit in the Summer Series of the following year.

If you have any additional queries regarding this information, please be in contact.

Mr D Wright  
Examinations Officer

## Present for an exam but disadvantaged

### What is Special Consideration?

- Special consideration is reserved for serious cases. It is for those students **who are present for an exam** but disadvantaged due to an illness or other acceptable reason. The illness/incident must have a significant impact on the student **on the day of the assessment**, rather than earlier in the academic term. It does not apply for lost revision or teaching time throughout the year.

### What is the required documentation for a special consideration?

- Applications for special consideration can only be submitted **after** the scheduled date of the impacted exam. They cannot be supported by the school without appropriate evidence and applications will not be accepted by the Exam Boards if they fail to qualify under the JCQ regulations.
- In cases of illness: Complete **Form 10** and submit your medical documentation as soon as possible after the exam. This could include a referral letter or prescription information.
- If the reason for special consideration is not medical, please contact the Examinations Officer in school.

### Where are the forms to apply for special consideration?

- Form 10 is at the end of this document, on Google Classroom and our website: <https://www.portadowncollege.com/external-examinations-controlled-assessment-coursework/>

### What happens if I am disadvantaged for more than one examination?

- If the circumstances are the same for all examinations, then Form 10 (with evidence) can be submitted once, immediately upon completion of the final impacted exam. It is important to document all the dates and impacted examinations.
- If the circumstances change, then a new form with evidence should be submitted.

### Where do I return these forms to?

- Form 10 and supporting evidence can be returned digitally to [dwright830@c2ken.net](mailto:dwright830@c2ken.net). Alternatively, hardcopies can be handed to the Front Office c/o Examinations Officer.
- Forms must be returned by **12 noon on Wednesday 26<sup>th</sup> June 2024**.

## **Absent for an examination (Yrs 12 – 14)**

### **What if I am absent for an examination?**

- If a candidate misses a unit due to an illness or other circumstance, a grade will only be issued if the absence is for **an acceptable reason** and a student completes the minimum requirement of the specification set by the Awarding Organisation.
- In such cases, results from the other units they have taken in the subject are used to estimate a mark for the missed paper.
- If the threshold for qualification has not been passed, then a grade cannot be issued for the subject. It is at the discretion of the Exam Board if your application is accepted.

### **What is the required documentation for a missed component?**

- Applications cannot be supported by the school without appropriate documentation.
- In cases of illness:
  - **If medical documentation is available**, complete **Form 10** (at the end of this document) and submit this evidence as soon as possible after the missed exam.
  - **If medical (or other) documentation is not available** to verify an absence (and the school has no previous knowledge, record or certification on file), then [Form 14](#) is to be returned to us. This is an absence self-certification. These cases cannot be supported by school as no supporting evidence is available. Rather, we will submit this form to the exam board on your behalf and it is at their discretion as to whether they accept and issue a grade.

### **What happens if I am absent for more than one examination?**

- Form 10 (if evidence available) / Form 14 (if no evidence available) must be submitted for **each** missed examination.

### **Where do I return these forms to?**

- Form 10 and supporting evidence can be returned digitally to [dwright830@c2ken.net](mailto:dwright830@c2ken.net). Alternatively, hardcopies can be handed to the Front Office c/o Examinations Officer.
- Form 14 (Absence self-certification) cannot be submitted digitally. Please submit your hardcopy to the Front Office c/o Examinations Officer.
- All forms must be returned by **12 noon on Wednesday 26<sup>th</sup> June 2024**.

**Adapted JCQ Form 10/SC****Application for special consideration/missed comp**

<b>Awarding Body:</b> (delete as appropriate)	CCEA / WJEC / AQA	<b>Examination Series:</b>	Summer 2024
<b>Centre No:</b>	71679	<b>Centre Name:</b>	Portadown College
<b>Candidate No:</b>		<b>Candidate Name:</b>	

<b>Date of Examination:</b>	
<b>Subject:</b>	
<b>Unit &amp; Code:</b>	

Place a X beside either A or B below:

<b>A) Did not sit unit</b>		<b>B) Sat unit but disadvantaged:</b>	
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<b>Date the problem began:</b>	
<b>Is the problem continuing during the assessment? Y/N</b>	
<b>Current medical/psychological evidence is available and attached? Y/N</b> E.g. Referral letter, positive PCR screenshot etc	

**Summarise adverse circumstances affecting coursework, non-examination assessment or timetabled written examinations. (NB 'See attached' will not suffice.) Do not enlarge box.**

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**Declaration:** All the information supplied, including medical documentation, is accurate:

**Parent/Carer Signature** (A typed signature can be used): \_\_\_\_\_

Please return this form and medical documentation to [dwright830@c2ken.net](mailto:dwright830@c2ken.net). You can also deliver a hardcopy to the front office.

<b>For Centre Use:</b>	<b>Date:</b>
I am satisfied that the information provided is accurate and fully support the application:	<b>Signature:</b>