

Some helpful tips to ensure the successful processing of special consideration applications

When processing an online application for special consideration, record, as part of the summary of the candidate's problem, the exact date of when the issue first occurred.



Provide as much information to an awarding body as possible, but be clear, concise and specific as there will be a character limit in place.



Make sure that senior leaders and teaching staff are aware of when special consideration is not possible. They should be directed to **section 2.3** of the JCQ publication *A guide to the special consideration process*.



Keep on file all supporting evidence which may subsequently be requested by an awarding body.

Lost teaching and learning are not grounds for special consideration!



Where JCQ Form 10 is required, e.g. for Pearson BTEC qualifications, make sure the form is fully completed.

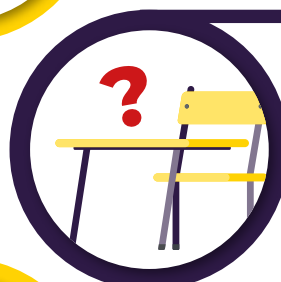
Double check that all applications for special consideration have been submitted to the awarding bodies **before** the end of the Summer Term*.



Check that the correct registration or specification number and component or unit code(s) have been listed.

*For centres in Northern Ireland make sure that your special consideration applications have been submitted by 7 July 2023.

Retrospective applications for special consideration, after the publication of results in August, will only be accepted in exceptional circumstances.



Where a candidate is absent from an examination for an acceptable reason, he/she **must** have completed one whole component, which is a minimum of 15% of the total assessment, to receive a grade*.

Inform the candidate when an application for special consideration is submitted to the awarding body. Centres **must** comply with the UK GDPR/Data Protection Act 2018.



*The minimum requirements for CCEA GCSE, GCE AS and A-level qualifications may be found on page 9 of the JCQ publication *A guide to the special consideration process*.