



**GRIFFIN COLLEGE LONDON  
(INTERNATIONAL EXAMINATION BOARD)**

# **Policy and Guidance for Special Consideration**

## **Policy and Guidance for Special Consideration to Learning, Teaching and Examination for Students with Disabilities**

### **Introduction**

This document sets out guidance for students wishing to apply for Special Considerations.

Special considerations differ from reasonable adjustments in that they apply to a temporary illness or adversity that may have an impact on the candidate's performance. This could be considered before, during, or after the assessment. Griffin College London will consider applications for special consideration on a case-by-case basis based on the information provided.

### **Before the assessment**

A candidate may request special consideration prior to the assessment (for example, if they broke their arm a few weeks before), but it is usually more appropriate to request a reasonable adjustment if the condition is known to be permanent rather than temporary.

Teachers and/or candidates must complete the form available on the Griffin College London website at [www.griffincollege.org.uk](http://www.griffincollege.org.uk) and provide Griffin College London with sufficient information about the disability, illness, injury, or other circumstance, as well as whether they believe it is permanent or temporary. Griffin College London would then decide how to handle the application. This would be treated as a reasonable adjustment in the case of a permanent disability, and as a special consideration in the case of a temporary illness or indisposition.

- deferring the examination to a later date as an example of special consideration
- allowing an examination process adjustment - these could be similar to those granted for reasonable adjustments.

Applications for special consideration must be submitted no later than seven days before the assessment. Griffin College London will do its best to accommodate any special considerations; however, it is not always possible to arrange for timetable adjustments. In these cases, it may be appropriate to postpone the assessment.

Applications should include:

- Venue name (if applicable)
- Candidate name
- Qualification title and level
- Date of the examination/assessment
- Summary of the temporary illness or circumstances affecting the candidate's performance
- Any medical evidence to support the application

## During an assessment

A candidate may be impacted by an event that occurs on the day of the examination or during the examination itself in some cases.

Examiners will sometimes be able to accommodate a change in the examination schedule to allow a candidate to take an examination later in the day if he or she is late for an examination due to a temporary illness.

Candidates who wish to request special consideration on the day of the examination should provide evidence to the examiner to support their request. Please keep in mind that the examiner will not be able to make an immediate decision, and Griffin College London will be the final arbiter of whether special consideration will be granted.

Griffin College London will contact the candidate directly to inform them of the outcome.

## After the assessment

In some cases, teachers or candidates may apply for special consideration after an assessment if a circumstance impacted the candidate's performance. Examples of special considerations include:

- a serious disturbance or disruption during the examination, such as a fire alarm or power outage
- a brief illness, injury, or infirmity prior to or during the examination (but assuming that the candidate attempted to, or did, complete the examination, and did not elect to withdraw)

- illness of the examiner or music operator during the examination
- recent bereavement or terminal illness of a member of the candidate's family, close friend, or pet
- serious and disruptive domestic crisis resulting in acute anxiety

A candidate will not be eligible for special consideration if they experienced:

- very minor disruptions during an examination that had no material impact on their ability to demonstrate the examination's requirements
- a permanent disability or difficulty that is known at the time of examination entry (in these cases candidates should apply for reasonable adjustments)
- A free or discounted re-mark could be an example of special consideration (for live or recorded video examinations)
- A free or reduced resubmission (for recorded video examinations)
- A free or reduced re-entry (for live video or face to face examinations)

Teachers and/or candidates must fill out the form available on the Griffin College London website at [www.griffincollege.org.uk](http://www.griffincollege.org.uk) and submit it to Griffin College London no later than three working days after the assessment.

*This policy has been agreed by the GRIFFIN COLLEGE LONDON Executive Management, is reviewed on a regular basis, and any amendments other than to contact details, have been confirmed by them.*

## About GCL

Griffin College London is a leading Examination Board to develop the knowledge, skills and practices expected to help organisations flourish, we offer an expansive and creative scope of products and services that help people achieve their potential through Examinations.

We believe in a world where individuals and associations have the certainty and capabilities to thrive, today and in the future. So, we work with like-minded partners to foster the abilities that businesses demand across the world.

## Contacts

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