



## BWYQ Special Considerations Policy and Procedures

### Special Considerations Introduction

In the interests of access to and fairness in assessment, the BWYQ is prepared to give Special Consideration to Learners who have suffered temporary illness, injury or indisposition at the time of assessment and either:

- Were prevented from attending an assessment session / completing an assessment task by the specified date, or
- Attended the assessment but believe that circumstances beyond their control, such as a sudden indisposition, affected their assessment performance or attainment adversely.

Specific circumstances where learners foresee that they will not be able to meet assessment dates/ criteria will be considered on a case by case basis; dependent on the provision of appropriate evidence/rationale.

Centres are asked to note that Special Considerations differ from Reasonable Adjustments in that they relate to unforeseen circumstances that result in a temporary indisposition which is likely to have, or has had, a material effect on that Learner's ability to take an assessment or demonstrate his/her level of attainment in an assessment. By contrast, Reasonable Adjustments cater for longer-term issues and disabilities which manifest themselves well in advance of assessment and can, therefore, be accommodated with some preparation.

### Eligibility for Special Considerations

Learners' experiencing the following conditions are eligible for Special Considerations:

- a sudden injury or a sudden onset of an illness/indisposition (for which a doctor's/hospital note must be provided)
- an unplanned hospital admission (for which a doctor's/hospital note must be provided)
- a sudden bereavement of a family member or a close friend (for which a Learner's statement will suffice)
- a loss of written assessment evidence because of fire, flood or theft (in the last case, a police crime number should be provided; for the remaining two, a Learner's statement will suffice)
- a domestic emergency, such as flooding, fire or serious structural damage, such as that caused by a severe storm (for which a Learner's statement will suffice)
- other circumstances beyond the Learner's control e.g. severe weather, unscheduled work or other commitments, severe disruption to domestic arrangements, trauma caused by family breakdown (work commitments will require a note from the Learner's line manager at place of employment, while, for other circumstances, a Learner's statement will suffice)

Learner statements for Special Considerations (as cited above) must be given on or with the Special Consideration Application Form.

BWYQ will review the circumstances and evidence surrounding each request for Special Consideration to ensure that the decision made maintains the equity, validity and reliability of the assessment and does not give that Learner an unfair advantage.

A Learner will not be eligible for Special Consideration if:

- no evidence is supplied by the Centre that the Learner has been affected by a condition or circumstance
- any part of an assessment is missed due to personal arrangements including holidays or unauthorised absences
- preparation for a component is affected by difficulties during the course, e.g. disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes

## Procedure for Applying for Special Considerations

The BWYQ requires that all applications for special considerations for Learners should be submitted by their Centres to the Lead IQA or QAO (a copy of the form is included in appendix 1). The application will describe in detail the circumstances which affected the Learner at the time of assessment and should be accompanied by the required supporting documentation.

An application for a Special Consideration should be submitted to the BWYQ within 5 working days of the deadline for submitting written work having elapsed or of the assessment session having taken place.

If the application is granted, BWYQ will allow:

- a practical assessment to be re-taken
- deferment of submission date for specific assignment(s)
- another course of action that may be appropriate to the individual circumstance

Special Considerations are considered on a case by case basis. It is not normal practise to accept an extension of final assessment date beyond six months and repeated applications are also not commonly accepted\*. In these instances, deferral or transferral on to another course may be considered a better option for the student. However, all such considerations will be discussed with the Centre and student throughout the application process.

*\* Students would normally be expected to complete their Diploma within 3 years and a Certificate within 2 years. Apart from in exceptional circumstances, a student can only apply for Special Considerations up to 3 times in a course.*

For any further details please contact the BWYQ Operations Coordinator: [bwygcoordinator@gmail.com](mailto:bwygcoordinator@gmail.com)

Document History		
Date	Author	Action
July 2015	BWYQ Operations Coordinator and Responsible Officer: Amanda Buchanan	Reviewed and revised
May 2016	BWYQ Operations Coordinator and Responsible Officer Amanda Buchanan	Reviewed and revised
June 2017	Head of BWYQ Operations and Responsible Officer: Amanda Buchanan	Reviewed and revised
June 2017	BWYQ Chair, Mila Bogen	Approved
July 2018	Head of BWYQ Operations and Responsible Officer: Amanda Buchanan	Reviewed and revised
September 2018	BWYQ Directors	Approved
July 2020	BWYQ Operations Coordinator	reviewed
December 2020	BWYQ Operations Coordinator	Reviewed and revised
December 2020	BWYQ Directors	Approved

**APPENDIX 1 – Special Considerations Application Form**

Course tutors should use this form to request special consideration for learners who have suffered temporary illness or indisposition during their course.

Please note that for cases of permanent disability requiring *reasonable adjustments*, the Reasonable Adjustment Policy & Procedures must be used.

Access to the information provided on this form is strictly limited and those with authorised access will store in accordance with data protection requirements

Centre’s name:	Centre’s number	Date of application:
Learner’s full name:	Unique learner number:	
The qualification in respect of which special consideration is being requested:	Date of assessment session or deadline for submitting written work	
Please describe the circumstances which affected the learner at the time of assessment, giving as much information as you can (supporting documentation, where relevant, should be attached to this form):		
Learner’s contact details and signature		
Learner Name:	Signature:	
Tel:	Email:	
Tutor’s contact details and signature		
Tutor Name:	Tutor Name:	
Tel:	Email:	

Tutor to send the completed form to the centre’s quality assurance officer or lead IQA via the IQA.

Contact details of the quality assurance officer (QAO) or lead IQA

Centre response:	
Name:	Position:
Tel:	Email:

QAO/Lead IQA: Please forward the completed form to the BWYQ Operations Coordinator, [bwyqcoordinator@gmail.com](mailto:bwyqcoordinator@gmail.com)

BWYQ response:		
Name:	Signature:	Position
Tel:	Email:	