

# Special Consideration Policy

Document Owner:	Quality & Standards
Classification:	Public
Document Identifier:	POL_Special Consideration.docx
Internal/External use:	Internal/External
Approval:	Policy Management Group
Document Status:	Approved
Version:	0.1
Date Issued:	23-05-2018
Last Review:	03-04-2024
Last Modified:	04-04-2022
Next Review:	04-04-2025

This document is intended for Trinity College London (TCL) personnel and authorised external parties. This document must be handled in accordance with the TCL classification policy

# Special Consideration Policy

Printed copy of this document is uncontrolled and should not be relied upon as the most up to date version.

## Table of Contents

Overview .....	3
Scope.....	3
Eligibility for Special Consideration.....	3
Decision to award Special Consideration.....	3
Special Consideration and Centres .....	3
Applications for Special Consideration .....	3
Review.....	4
Change Control .....	5
Change History.....	5
Change Approval.....	5

## Overview

In accordance with Condition G7 of the regulators' General/Standard Conditions of Recognition, the purpose of this Policy is to explain the arrangements for giving Special Consideration to a candidate who has temporarily experienced an illness or injury, or some other event outside of his or her control, which has or is reasonably likely to have materially affected the candidate's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

## Scope

This Policy applies to all candidates taking Trinity qualifications and to all registered exam centres offering them.

## Eligibility for Special Consideration

Special Consideration, in most cases, is an adjustment to a candidate's mark or grade to reflect the temporary illness, injury or some other event outside of the candidate's control.

Examples of when Special Consideration can be applied include:

- a. Temporary illness or accident/injury at the time of the assessment
- b. Bereavement shortly before or at the time of the assessment
- c. Domestic crisis at the time of the assessment
- d. Serious disturbance during an examination, such as a fire drill or power failure
- e. Accidental events at the time of the assessment such as defective or failure of equipment, failure of materials to arrive on time
- f. Failure by the centre to implement a previously approved access arrangement for that specific exam

## Decision to award Special Consideration

Trinity's decision to award Special Consideration will be taken on a case-by-case basis having regard to the qualification's objective. The type of Special Consideration applied will depend on the severity of the circumstances, the date of the assessment and the nature of the assessment.

Special Consideration will not be applied where:

- this would alter or prevent the qualification from providing a reliable indication of the knowledge, skills and understanding being measured by the assessment objectives
- this would unfairly advantage or disadvantage candidates

## Special Consideration and Centres

There are no circumstances whereby a centre may apply its own Special Consideration.

## Applications for Special Consideration

Applications for Special Consideration should be submitted to the local Trinity representative/office:

<https://www.trinitycollege.com/local-trinity>

Separate applications must be made for each candidate. An exception is made, however, where a group of candidates have been affected by a similar circumstance during an assessment/moderation, in which case the list of candidates affected must be attached to the Special Consideration [application form](#).

Applications must be supported by appropriate evidence, such as a doctor's certificate in the case of illness, or a written statement where a candidate's performance was affected by an event outside their control.

Applications for Special Consideration will not be considered once a qualification certificate has been issued unless there has been a compelling case put forward as part of the Appeals process.

### **Review**

This Policy is subject to the review of the Policy Management Group.

## Change Control

### Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
0.1	2022-08-04	Compliance Manager	Reviewed and updated the policy.
0.1	2024-04-03	Compliance Manager	Annual policy review. Minor changes made.

### Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approver
0.1	2023-03-06	Policy Management Group
0.1	2024-04-03	Policy Management Group