

TITLE	SPECIAL CONSIDERATION POLICY
Objective	The purpose of this policy is to have in place clear arrangements for giving special consideration to candidates taking qualifications offered by Trinity College London ('Trinity') who suffer temporary illness, injury or indisposition, or adverse circumstances at or near the time of the assessment or moderation.
Scope	This policy applies to candidates taking Trinity qualifications and to registered exam centres ('centres,') offering Trinity qualifications and exams.
Definition of Special Consideration	<p>Special consideration is any consideration given by Trinity to a candidate who has temporarily experienced the following at or near to the time of assessment:</p> <ul style="list-style-type: none"> • a temporary illness or injury which was unknown at the time of entering the exam or assessment; or • an event outside of the candidate's control, which has had, or is reasonably likely to have had, a material effect on that candidate's ability to take an assessment. <p>In practice, the result of a request for special consideration will almost always be an offer to re-sit the exam at a reduced cost</p>
Disabled Learners	Different arrangements are in place for dealing with requests from candidates with disabilities or special education needs. Please refer to Trinity's Disabled Learners Policy.
Criteria for Special Consideration	<p>A candidate may be eligible for special consideration if:</p> <ul style="list-style-type: none"> • performance in an assessment was affected by circumstances beyond the control of the candidate. The following are examples which might be eligible for special consideration: <ul style="list-style-type: none"> ○ serious domestic crises ○ recent bereavement of a family member ○ incapacitating illness (not normally coughs and colds) o severe car accident ○ flare-up of severe congenital conditions such as epilepsy, diabetes, asthmatic attack ○ recent physical injury • the exam is not completed due to circumstances beyond the candidate eg. illness part way through the exam, disruption to the exam by external factors such as fire alarm or power failure; or

	<ul style="list-style-type: none"> for portfolio assessments, loss of work was due to circumstances beyond the candidate's control.
Decision to award Special Consideration	Trinity's decision to award special consideration will be based on various factors, and will be taken on a case-by-case basis. Factors may include the severity of the circumstances, the date of the assessment and the nature of the assessment.
Special Consideration and Centres	There are no circumstances whereby a centre may apply its own special consideration.
Making Applications for Special Consideration	<p>Candidates wishing to apply for special consideration should do so by writing to:</p> <p>Special Considerations Trinity College London Blue Fin Building 110 Southwark Street London SE1 OTA, UK</p> <p>Separate applications must be made for each candidate. The only exception to this is where a group of candidates have been affected by a similar circumstance during an assessment/moderation. The list of candidates affected must always be attached to the application.</p> <p>Applications must be supported by appropriate evidence which in the case of illness must include a doctor's certificate. Centres must additionally submit evidence to support the application such as a statement from a member of the centre staff, a statement from the invigilator (if relevant) or any other relevant information.</p> <p>Applications must be submitted to Trinity within seven days of the assessment having taken place.</p> <p>Special consideration will not be considered once <u>a certificate has been issued</u>.</p>
Lost or Damaged Work	When a candidate's work has been lost or damaged, Trinity may consider an application for special consideration. In all cases, the centre must be able to verify that the work was done and that it was monitored/assessed while it was in progress.
Retention and storage of personal data	All personal data collected as part of this procedure will be stored securely at all times, in accordance with Trinity's Data Protection Policy and Privacy Statement, which can be viewed here .
Review	This policy is subject to the review of Trinity's Executive and/or as required by changes to legislation.

Effective Date	23 May 2018
Date of next review	23 May 2019

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements.

This policy was approved by Trinity’s Executive on 23 May 2018 and is issued on a version controlled basis under their signature.

Document History				
	Details of Amendments	Date	Owner	Approved
0.1	Policy updated to incorporate GDPR requirements	23.5.2018	Compliance Manager	
0.2				
0.3				