

# Special Consideration Policy

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# Special Consideration Policy

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

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## Overview

In accordance with the regulators' General Condition G7, Special Consideration may be given to a candidate who has experienced a temporary illness, injury or some other event outside their control, which has or is likely to affect the candidate's ability to take their exam or demonstrate their level of attainment in an exam.

## Scope

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

## Eligibility for Special Consideration

Special Consideration can only be awarded where a candidate has been fully prepared for an exam but their ability to demonstrate their knowledge and understanding is materially affected at the time of their exam by an adverse circumstance beyond their control. Examples include:

- a. Temporary illness or accident/injury at the time of their exam
- b. Bereavement shortly before or at the time of their exam
- c. Domestic crisis at the time of their exam
- d. Serious disturbance at the time of an exam caused by external factors such as a fire alarm, power failure, civil unrest or act of war
- e. Accidental events at the time of their exam 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

In most cases an adjustment is made to a candidate's mark or grade to reflect the temporary illness, injury or some other event which has occurred outside of the candidate's control.

## 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 exam and the nature of the exam.

Special Consideration will not be applied where:

- this would alter or prevent the award 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, 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 review by the Policy Management Group.

**Change Control**

**Change History**

The following changes have been made to this document:

| Version | Date       | Author             | Change Summary   |
|---------|------------|--------------------|--|
| 1.0     | 04-08-2022 | Compliance Manager | Reviewed and updated the policy.                                     |
| 1.0     | 03-04-2024 | Compliance Manager | Annual policy review. Minor changes made.                            |
| 2.0     | 20-03-2025 | Compliance Manager | Annual policy review. Minor changes made.                            |
| 3.0     | 20-05-2026 | Compliance Manager | Minor change to include unrest as an example of serious disturbance, |

**Change Approval**

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

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| 1.0     | 2024-04-03 | Policy Management Group |
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