



Application for special consideration

Awarding Body			Examination		
Centre No			Centre name		
Candidate No			Candidate name		
Examination(s) for which an application is made					
Specification Title	Spec. code	Additional time / reader etc.	Date of exam	Sat component but disadvantaged	
Date problem began -----	Is problem continuing? Yes No				
Summarise adverse circumstances affecting coursework, non-examination assessment or timetabled written examinations. (NB 'See attached' will NOT suffice.)					
Current medical/psychological evidence is attached					
Yes No					
For incomplete coursework, non-examination assessment, practical assessments, please indicate the mark awarded and the percentage of work completed. A breakdown of marks must be attached to this form.					
Mark %					
Please note components/units taken by the candidate will form the basis of the decision to award special consideration.					
Declaration: I am satisfied that the information provided is accurate and fully support the application.					
HSPCL Director					
Date					
Name (Please print)					
Signature					

Notes on the completion of the special consideration form

1. **A separate form should normally be completed for each candidate. For each specification, list all components/units affected. However, in cases where a group of candidates have been disadvantaged by a particular event (e.g. fire alarm) a single form may be submitted. The list of candidates affected must be securely attached to the form.**
Please submit the form to the HSPCL director prior to the commencement of an exam
2. Please fill in the details at the top of the form, specifying the examination series concerned
3. Please fill in the details required in the box **Examinations for which an application is made** specifying the examination component(s) affected, e.g. Paper 1, and ticking the appropriate box to indicate whether the candidate was absent or present but disadvantaged.
4. Please state on the form the precise nature of the adverse circumstances affecting the candidate, including in the appropriate boxes, the date when the circumstances first began to affect the candidate and whether this continued during the examination.
5. In cases where medical/psychological evidence is available, please ensure that this is securely attached to the form.
6. Please complete the declaration. **The HSPCL director must support an application for it to be accepted.**
7. **After the publication of results late applications will only be accepted in the most exceptional circumstances and must be submitted before the deadline for reviews of marking and moderation for the respective examination series.**

NB This form must only be completed and retained with the course paperwork in the HSPCL secure filing cabinet