



THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

**Supplementary guidance on the special consideration process –
Summer 2022**



This document is provided as a supplement to The Coopers' Company and Coborn School [Special Consideration Policy](#) to confirm how the special consideration process in the context of the summer 2022 exam series and the UK Health Security Agency's guidance¹ and in accordance with the JCQ awarding bodies' supplementary guidance² will be applied.

Eligibility for special consideration

In accordance with the JCQ regulations and as is normal in a standard examination series, candidates are expected to complete exams to receive a grade. The Coopers' Company and Coborn School staff will wherever possible encourage candidates to attend for their exams. There may be exceptional cases though where this will not be possible, e.g. a temporary illness on the day of the examination.

In the case of a candidate with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19 The Coopers' Company and Coborn School will, and expect the candidate to, adhere to the current UKHSA guidance where it may apply on the day of the candidate's exam(s).

Special consideration when a candidate is absent

In accordance with the JCQ awarding bodies' guidance, the awarding of a grade through the special consideration process can only be made where a candidate is absent from an examination or non-examination assessment component for an acceptable reason.

A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason. This includes a candidate who is displaying the symptoms described in the UKHSA guidance as advising them to stay at home (e.g. a high temperature for those aged 18 and under) as well as those with a positive COVID-19 test result.

Where a candidate still wishes to attend an examination, despite having symptoms (e.g. a high temperature) or a positive COVID-19 test The Coopers' Company and Coborn School will:

- encourage the candidate to follow the UKHSA's guidance relevant to the candidate's age (e.g. 18 and under) as advising them to stay at home;
- reassure the candidate about their eligibility for special consideration. As examinations have been spaced by at least 10 days in every A-level and GCSE subject, grades can be awarded on the other components completed.

If the candidate still requests to attend the examination, The Cooper's Company and Coborn School will follow the advice in UKHSA's updated health protection in education and childcare settings guidance which includes reference to public health exclusions to indicate the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage.

Evidencing a candidate's eligibility for special consideration

When dealing with a candidate who is absent from an examination for an acceptable reason in line with the UKHSA guidance (on people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19), The Coopers' Company and Coborn School will expect the candidate and parent/carer/guardian to complete the relevant sections of the adapted Form 14³ JCQ/ME - *Self-certification for candidates who have missed an examination*.

¹ Refer to UKHSA *Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19* (www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19) and *Health protection in education and childcare settings* (www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities)

² Refer to JCQ *Supplementary guidance on the special consideration process for centres in England June 2022 examination series* (Appendix 1, *A guide to the special consideration process* www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/)

³ Refer to JCQ Forms (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/)



Procedure in completing self-certification document (Form 14)

1. The Coopers' Company and Coborn School will complete Part **A** of Form 14 when the parent/carer/guardian contacts the school unexpectedly, to say what has taken place.
2. The parent / guardian / carer **must** complete Part **B** and the candidate completes Part **C** of the form detailing the reasons for absence. **Please note electronic signatures are not permissible. All parties must sign the relevant section of the form by hand.**
3. The completed form to be returned to the school's exams office within **five** school days from the first notification of absence together with any medical evidence in support of the absence (if available).

By signing Form 14:

- Parents/carers/guardians will be declaring their understanding that it is fraudulent to claim that candidates are ill when they are fit to attend for a scheduled exam;
- Candidates will be declaring their understanding that their results can be withdrawn or they can be disqualified if they claim to be ill when they were not or they provide false information on eligibility for special consideration.

If The Coopers' Company and Coborn School suspects the authenticity of the details provided by a candidate within Form 14, the matter will be investigated as suspected candidate malpractice using the standard JCQ policy and procedure⁴.

Minimum requirements for a candidate to receive a grade through the special consideration process

The JCQ guide to the special consideration process outlines the minimum requirements for an adjustment to be made to the grade where a candidate is absent for an acceptable reason.

In accordance with the supplementary guidance issued (*on the special consideration process for centres in England June 2022 examination series*), due to the exceptional circumstances, the awarding bodies will award a grade where eligible candidates have completed the assessment(s) for at least one whole component within the specification.

However, the guidance also confirms:

- A candidate cannot receive a grade for A-level Biology, Chemistry or Physics by only completing the Practical Skills Endorsement;
- A candidate cannot receive a grade for GCSE English Language by only completing the Spoken Language Endorsement;
- As in all previous standard examination series, a qualification award will not be made where none of the examinations/assessments within a specification have been completed.

⁴ Refer to the JCQ publication *Suspected Malpractice Policies and Procedures* (www.jcq.org.uk/exams-office/malpractice/)