

# **BCU Awarding Body - Special Considerations Policy and Practice**

## **July 2007**

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### **A Special considerations – introduction**

In the interests of access to, and fairness in, assessment, the BCU Awarding Body is prepared to give special consideration to candidates who suffered temporary illness, injury or indisposition at the time of assessment and either:

- were prevented from attending an assessment session/completing an assessment task by the specified date,

or

- attended assessment but believe that circumstances beyond their control, such as a sudden indisposition, affected their assessment performance adversely.

Centres are asked to note that special considerations differ from reasonable adjustments in that they relate to unforeseen circumstances which result in a temporary indisposition and/or unavailability for assessment. By contrast, reasonable adjustments cater for longer-term impairments and disabilities which manifest themselves well in advance of assessment and can, therefore, be accommodated with some preparation.

### **B Eligibility for special considerations**

The following are the conditions for candidates' eligibility for special considerations:

- (a) a sudden injury or a sudden onset of an illness/indisposition (for which a doctor's/hospital note must be provided)
- (b) an unplanned hospital admission (for which a doctor's/hospital note must be provided)
- (c) a sudden bereavement of a family member or a close friend (for which a candidate's note will suffice)
- (d) a loss of written assessment evidence as a result of fire, flood or theft (in the last case, a police crime number should be provided; for the remaining two, a candidate's note will suffice)
- (e) a domestic emergency, such as flooding, fire or serious structural damage, such as that caused by a severe storm (for which a candidate's note will suffice)
- (f) other circumstances beyond the candidate's control – e.g. severe weather, unscheduled work, or other, commitments, severe disruption to domestic arrangements, trauma caused by family breakdown (work commitments will require a note from the candidate's line manager, while, for other circumstances, a candidate's note will suffice)

### **C Procedure for applying for special considerations**

The BCU Awarding Body requires that all applications for special considerations for candidates should be submitted by their centres.

When applying for special consideration, the person accountable for the centre's quality assurance and management of qualifications should complete the Application for Special Considerations Form, which can be obtained from the Quality Assurance and Control Coordinator or the Examinations and Assessment Assistant. The application should describe in detail the circumstances which affected the candidate at the time of assessment and

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should be accompanied by the required supporting documentation, as is specified in section B above.

An application for a special consideration should be forwarded to the awarding body within **two weeks** of the deadline for submitting written work having elapsed or of the practical assessment session having taken place.

### **D Fair treatment of all candidates**

Special considerations granted by the BCU Awarding Body will endeavour to treat all candidates fairly. The following arrangements are envisaged for those for whom the awarding body has approved special consideration.

- In the case of a missed assessment session, the rescheduling of assessment at no extra cost to the candidate.
- In the case of a missed deadline for the submission of written work, extending this deadline by a reasonable amount of time.
- In case of poor performance due to a sudden illness or indisposition during an assessment session, there are two scenarios: (i) when the affected candidate's assessment evidence produced during this session isn't of a Pass or borderline standard, such a candidate will be allowed to take the assessment again without having to pay a re-entry fee; and (ii) when the affected candidate's assessment evidence produced during this session demonstrates borderline performance, it will be re-examined in light of any mitigating circumstances and in the context of the candidate's other assessed work to see if a Pass would be justifiable. In case of a negative decision, the assessment session would be rescheduled at no extra cost, as above.

### **E Aegrotats**

Some awarding bodies issue aegrotats, which are awards made to candidates who have been unable, through temporary illness, injury or indisposition, to meet all the assessment requirements for the qualification.

However, since the UKCC qualifications offered by the BCU Awarding Body are competence-based, it is a requirement that candidates should demonstrate their competence in all the specified areas in order to be awarded the qualification. This is why the BCU Awarding Body is not going to award aegrotats for its coaching qualifications.