

Application for special consideration

Vocational qualifications

A separate form should usually be completed and submitted for each learner.

**Before completing this form, please refer to the JCQ publication
*A guide to the special consideration process.***

Centre number		Centre name	
Contact name and e-mail address		Centre telephone number	
Candidate surname		Candidate first name	
Candidate/Enrolment/Learner Registration number			

Qualification number/code		Unit number	
Qualification title		Qualification level	
Series (month and year)			
Exam date (for City & Guilds qualifications only)			

Please indicate the nature of the special consideration being applied for by ticking 'yes' as appropriate.

Special Consideration	Yes
Performance during the assessment was affected by circumstances beyond the learner's control	<input type="checkbox"/>
Reasonable adjustments agreed in advance of the assessment were inappropriate or inadequate	<input type="checkbox"/>
The learner's work has been lost*	<input type="checkbox"/>
Posthumous certification	<input type="checkbox"/>

* City & Guilds centres **must** refer to the latest version of Supporting Customer Excellence Centre Manual for guidance on lost candidate portfolios.

Summarise adverse circumstances affecting examination performance.

<p>Please give details:</p>

Please explain why it would be more appropriate to award special consideration rather than making arrangements for the learner to complete the assessment:

List other units of the qualification and provide outcomes (if known).

Unit title	Outcome/Grade achieved

When completing this form please check that:-

- all sections of the form have been completed;
- any appropriate documentation supporting the application is attached.

I certify that:

- the details given are accurate;
- I have been given the formal delegated authority by the head of centre, Chief Executive or Managing Director.

Name: _____

Position in centre: _____

Signature: _____

Date: _____

This form **must** be sent to the relevant awarding body.

<p>Awarding body details:-</p> <p>AQA Stag Hill House Guildford Surrey GU2 7XJ Tel: 0800 197 7162 e-mail: SpecialConsiderationQueries@aqa.org.uk</p> <p>City & Guilds Special Consideration Giltspur House, 5-6 Giltspur Street London EC1A 9DE e-mail: policy@cityandguilds.com</p>	<p>OCR Special Requirements Team The Triangle Building, Shaftesbury Road Cambridge CB2 8EA</p> <p>Pearson Special Requirements Team Fretwell Road Hellaby Business Park, Rotherham S66 8HN</p> <p>WJEC Special Requirements, 245 Western Avenue, Cardiff CF5 2YX specialrequirements@wjec.co.uk</p>
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