

UHL Apprenticeship and Development Centre Special Considerations Policy

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Document Amendment and Review Log

December 2022	V3.1 Change of name	23/12/2022	JS
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December 2025	V4 Policy check and refresh	01/12/2025	JG

1. Rationale

The University Hospitals of Leicester Apprenticeship and Development Centre is committed to delivering high-quality standards and qualifications in a fair, honest and consistent manner to all its learners. Learners who face unforeseen circumstances which may adversely affect their performance in an assessment/examination may need the Centre to apply for Special Considerations post-assessment.

2. Definition

- 2.1 A special consideration is a post-assessment adjustment reflecting an unforeseen circumstance that could affect a learner's performance during or near the time of assessment.
- 2.2 Reasons for special considerations may include:
- Temporary illness or injury at the time of assessment
 - Bereavement at the time of assessment
 - Domestic crisis arising at the time of the assessment
 - Serious adverse circumstances during the assessment such as a serious disturbance during an examination and/or being given the wrong examination paper (these must be reported at the time to the invigilator)
 - Other events outside the learners' control (such as failure by the Centre to implement previously approved access arrangements).
- 2.3 Unforeseen circumstances are most likely to be relevant for examinations such as fixed paper tests, PC based tests and online tests.

If a learner is facing an unforeseen circumstance prior to an assessment or test the most appropriate action would be to reschedule the assessment or test. Where an assessment or test has been missed the learner should be offered an opportunity to take the assessment or test at a later date.

- 2.4 Learners not eligible for special considerations include:
- Long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves at the time of the assessment
 - Bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are on-going implications such as an inquest or court case
 - Domestic inconvenience, such as moving house, lack of facilities, taking holidays (including school/exchange visits and field trips) at the time of the assessment

- Minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing and/or outside disturbance (such as building work)
 - The consequences of committing a crime; taking alcohol or recreational drugs and/or disobeying the centre's internal regulations
 - Missing planned learning activities throughout the course
 - Advising of an approved consideration after the assessment or exam.
- 2.5 Special considerations cannot give the learner an unfair advantage and must not mislead regarding a learner's achievements. The learner's results must reflect their actual achievement in assessments; not their potential ability.
- 2.6 Special consideration will not be considered once learner achievement has been claimed and certificated.

3. Applying for Special consideration

- 3.1 An application for special consideration should be authorised by the Centre and sent to the relevant awarding body using **Form VQ/SC** together with evidence to support the application (such as a statement from a member of Centre staff or any other appropriate information). **Form VQ/SC** is available electronically at:
[Forms - JCQ Joint Council for Qualifications](#)
- 3.2 Applications for special considerations must be made on a case by case basis. Separate applications **must** be made for each learner. The only exception to this is where a group of learners have been affected by a similar circumstance during an assessment, such as a fire alarm. A list of learners affected **must** be attached to the application.
- 3.3 Appendix 1 shows the process of applying for special considerations.

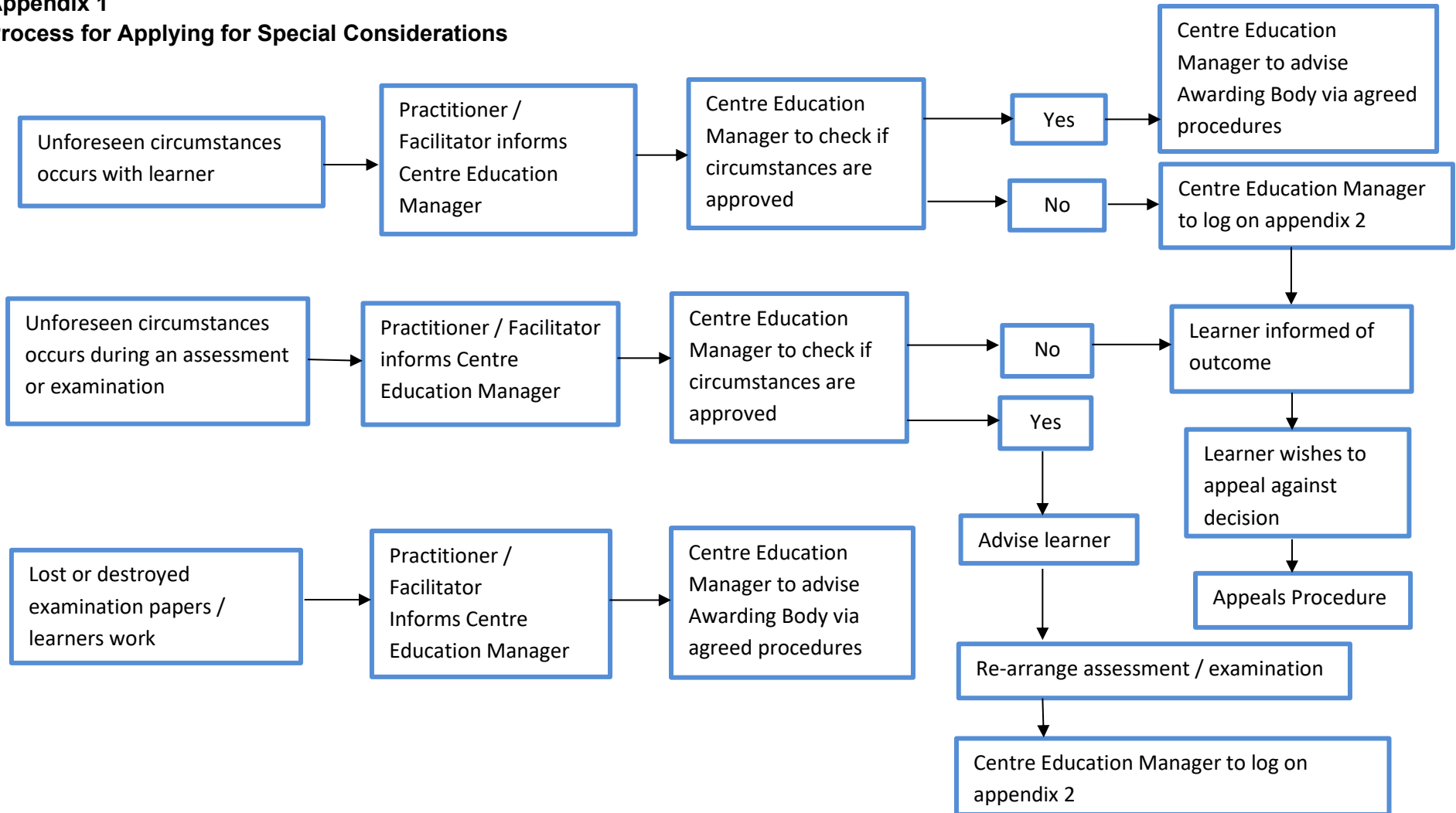
4. Lost and/or damaged examination papers

If a candidate's work has been lost within the examination centre and despite every effort, it cannot be found, or it has been accidentally destroyed, the circumstances should be reported immediately to the awarding body using **Form 15 – JCQ/LCW†** by the Centre. This form is available on the JCQ website – [Microsoft Word - Form 15 Notification of Lost Centre Assessed Work.doc](#)

5. Actions to take where application for Special Considerations is unsuccessful

Should a special consideration be declined the learner will be informed using the template in appendix 3. The outcome will be recorded in appendix 2. The Appeals Policy will support any appeals.

Appendix 1
Process for Applying for Special Considerations



Appendix 2

Special Considerations Log

Date	Learners Name	Learner Number	Programme	Unit	Special Consideration	Approved list?	Action taken / by whom/date

Appendix 3

UHL Apprenticeship and Development Centre
Knighton Street Offices
Leicester Royal Infirmary
LE1 5WW

Tel 0116 255 6112

[Insert date]

Dear [Insert name]

Re: Application for Special Considerations

I am writing to inform you that I [insert name] in my role as Centre Education Manager have investigated your request for special considerations.

As a result of my investigation a decision has been made that your request has been declined.

The reason for this is [insert reasoning].

If you wish to appeal against this decision, this can be done so using the Appeals Process.

Kind Regards,

[insert name]
Centre Education Manager