



PRESTWICH ARTS COLLEGE

IF YOU ARE ILL ON THE DAY OF YOUR EXAM.....

Parents...

If your child is feeling unwell, but is still able to travel, we advise that they still try to come into school, and we can assess the situation at that point. Please contact us as early as possible in the morning regarding the situation so that we can be ready to support your child when they arrive.

The school number is 0161 773 2052.

In the first instance please select extension 2 for the main office, and the office staff will pass the message on quickly. Alternatively, please select option 4 for the exams office and leave a recorded message.

If your child stays in school and sits the exam, invigilators will be informed so that they can monitor your child in the exam room, ensuring that he/she sits near the door and is able to go to the toilet or get some fresh air if necessary.

If your child feels that they have not performed to the best of their ability, and you are able to get him/her a note as evidence of illness from your doctor within 5 days, the school may be able to request special consideration for your child. Please make sure someone is there to pick your child up straight after your exam finishes.

If your child is not able to come into school due to the severity of their illness, you must contact the school office asap to explain the situation on the number above. You will need to obtain a note from your doctor for your child detailing the reason for non-attendance. Again, there is the possibility of submitting this note to the Examinations Board to ask for special consideration.

IN CONCLUSION.....IF IN DOUBT—PHONE THE SCHOOL.

IF YOUR CHILD DOES NOT ATTEND AN EXAM WITHOUT A VALID REASON, IT IS POSSIBLE THAT THE ENTRY FEE FOR THE EXAM WILL BE CHARGED ON TO YOU.

What is Special Consideration?

The following section is taken from the Joint Council for Qualifications Guide to the Special Consideration Process Sept 17-July 18. For more information please go to:

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2017-2018>

Chapter 1

What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

There are minimum requirements for enhanced grading in cases of acceptable absence (see Chapter 4, section 4.3, pages 8 and 9).

All examinations are measuring what a candidate knows and can do. **The overall grades awarded must reflect the level of attainment demonstrated in the examination(s).** The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.