



CIE SPECIAL CONSIDERATION APPLICATIONS

Special consideration is a minor post-exam adjustment made to a candidate's mark to make allowances for adverse circumstances. The adjustment may hence not necessarily match the candidate's forecast grade.

Please note that CIE does not give Special Consideration unless the candidate has completed at least 50% of the exams for a syllabus, measured in terms of the weightings given to the various papers for that syllabus.

The Compassionate Consideration grade is based on the candidate's performance in the completed papers for that syllabus. It is hence usually in the candidate's best interests to sit an exam if it is at all possible.

Applications should be made only when a candidate has had an illness, accident or bereavement of a close family member, either at the time of the exam, or during the week immediately before the exam. The illness or incident must be of a nature that prevents a candidate from sitting one or more exams, or seriously impairs the candidate's performance in an exam.

Unacceptable reasons for special consideration include:

- Impairments of a long-term nature (e.g. epilepsy, depression, glandular fever) are usually not acceptable grounds for an application unless there has been a significant recent change brought on, for example, by a change in medication.
- Bereavements occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are ongoing implications such as inquests or court cases.
- Domestic inconvenience, such as moving house, lack of facilities, or taking holidays (including school/exchange visits and field trips) at the time of the assessment.
- Minor disturbance in the exam caused by candidates, such as bad behaviour and mobile phones.
- The consequences of committing a crime or being charged with an offence.
- The consequences of taking alcohol or any other non-prescribed drugs.
- The consequences of disobeying College regulations.
- The failure to prepare candidates properly for the exam for whatever reason.
- Staff shortages, building work or lack of facilities.
- Misreading the instructions of the question papers and answering the wrong questions.
- Making personal arrangements such as a wedding or holiday arrangements which conflict with the exam timetable.
- Submitting no coursework at all, unless coursework is scheduled for a restricted period of time, rather than during the course.
- Missing all externally and internally assessed components.
- Failure to cover the course as a consequence of joining the College part way through a syllabus.
- Permanent disability unless illness it affects the candidate at the time of the assessment.
- Failure without good reason to process access arrangements on time.



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APPLICATION PROCEDURE

Applications should be submitted within seven days of the last exam in any given syllabus.

Please provide the following:

1. A covering letter listing the exams and dates for which the application is being made,
2. A copy of the candidate's Statement of Entry
3. All relevant documentation (see notes below). Please note that a friend or relative should not provide evidence submitted.

Please submit all applications to: Mr Jules Robson (CIE Exam Centre Manager)
j.robson@kingscollege.school.nz

The College will then complete the necessary paperwork and forward the application to CIE for a 'grade review'.

Documentation for applications based on medical grounds:

- The illness should be of an acute or sub-acute nature with onset close to the examination.
- Impairment may include acute emotional upsets such as bereavement of a close relative or friend or serious illness in the family at the time of the exam.
- Please provide a letter or other documentation from your doctor or health professional which includes the following information:
 - the dates and times of any consultations
 - details about the condition or impairment and the severity of the condition
 - the effect on the candidate in preparing for and/or sitting the exam
 - the dates of onset and likely recovery
 - any other information that is relevant and which supports the application
 - the contact details for the health professional providing the information
 - an attestation by the health professional that he/she is registered with the Medical Council and holds a current practicing certificate

Documentation for non-medical grounds applications:

- Fully document the reasons for the application with supporting evidence such as police reports or statements from witnesses and independent parties.
- Provide their contact details, and get them to sign their statements.

IMPORTANT

CIE will not consider any application that falls outside the guidelines or that have not provided the appropriate supporting documentation.

By submitting an application, you agree that the College and CIE may investigate any claims and may contact health professionals and others who have supported the claims and you authorise those parties to share all relevant information.