

Dear Parent/Guardian (Years 12-14)

During normal examination seasons it is possible for exam boards to take into consideration circumstances which may affect students' performance on the day of examinations or assessments. This is known as special consideration.

As you are aware your son/daughter will be completing a range of internal assessments which will contribute towards Centre Determined Grades. If your son/daughter experiences **significant, temporary circumstances** which may impact their performance in one or more assessments it will be possible for parents/guardians to make a request for special consideration. Requests must be made **in writing to the school office** and should be addressed to Mrs C Bryson (Examinations Officer). Please mark "special consideration" clearly on the envelope.

Information to be included

- Student Name
- Date(s) of assessment(s) and subject(s) affected
- Details of the circumstance, including dates
- Supporting evidence, where possible e.g. a medical letter

Applications will be considered in line with JCQ guidance. Please note that, as per normal exam board guidelines, if an application is successful we will be unable to confirm how many marks are awarded.

The deadline for special consideration requests are as follows:

AS/A2 11am Thursday 13th May 2021

GCSE 11am Monday 24th May 2021

Kind regards,



Mrs C Bryson

Examinations Officer