

SPECIAL CONSIDERATION

'HOW TO APPLY' GUIDE

WHAT IS SPECIAL CONSIDERATION?

A special consideration is a post assessment adjustment which can be applied if there is reason a learner may have been disadvantaged during an assessment or examination, due to an unforeseen circumstance during or near to the time of that assessment or examination.

JCQ, 2025



EXAMPLES OF SPECIAL CONSIDERATION

- Incapacitating illness
- Terminal illness
- Recent bereavement of a family member or close friend
- Terminal illness of a parent, child or dependent
- Serious domestic crisis
- Serious accident or injury
- Flare up of congenital illness
- Physical assault trauma
- Illness at the time of the assessment
- Serious disturbance during the assessment



AIM RESPONSIBILITIES

As an awarding organisation we must:

- Fully comply with equality and regulatory requirements.
- Ensure rights of individuals to access assessments according to needs.
- Reasonable steps taken to remove disadvantage.
- Process is fair and integrity of qualifications is maintained.

CENTRE RESPONSIBILITIES

All centres and centre staff involved in the management, assessment and quality assurance of AIM Qualifications and Assessment Group qualifications must follow our policy.

MAKING AN APPLICATION

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment. Special considerations must not give the learner an unfair advantage, neither should its use cause the user of the certificate to be misled regarding a learner's achievements.

SUPPORTING EVIDENCE

Evidence must be submitted with the special consideration form. Where an incident occurs during an examination, which leads to the request for a special consideration, the examination invigilation report will be requested. This should contain a full description of the occurrence, as witnessed by the invigilator. Other evidence may include medical records, attendance, teacher reports etc.

COMMUNICATION OF DECISIONS



AIM will acknowledge receipt of the Special Consideration within 2 working days of submission. The outcome of the decision to authorise a special consideration will be communicated directly to the centre within 10 working days

APPEALS

If a centre disagrees with a decision about a special consideration, the centre can ask for the decision to be reviewed under the AIM Enquiries and Appeals policy providing further evidence such as medical evidence is now available which may change the original decision made by AIM Qualifications and Assessment group.

CONTACT INFORMATION



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REASONABLE ADJUSTMENTS

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WHAT IS REASONABLE ADJUSTMENT?

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places a learner at a substantial disadvantage in an assessment situation.

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EXAMPLES OF SPECIAL CONSIDERATION

- Revising usual assessment arrangements, e.g. allowing extra time
- Adapting assessment materials, e.g. providing materials in braille
- Providing assistance during assessment, e.g. a sign language interpreter or a reader
- Reorganising the assessment room, e.g., removing adverse visual stimuli
- Changing the assessment method, e.g. from a written assessment to a spoken assessment
- Using assistive technology, e.g., screen reading
- Providing different coloured backgrounds to screens for onscreen assessments or using different coloured paper for paper-based assessments



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CENTRE RESPONSIBILITIES

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MAKING AN APPLICATION

The process for implementing reasonable adjustments depends on the nature of the adjustment. Some adjustments may be used at the discretion of the centre, others require permission from AIM. These are detailed in the Reasonable Adjustment Permissions Table in the Appendix of the AIM Reasonable Adjustment policy on our website.

SUPPORTING EVIDENCE

Any application for a modification to an assessment via a reasonable adjustment request, must be supported by evidence that is valid, sufficient and reliable. To ensure that any adjustment to assessment will only provide the learner with the necessary assistance without giving the learner an unfair advantage over other learners, the centre must be clear about the extent to which the learner is affected by the disability or difficulty.



COMMUNICATION OF DECISIONS

AIM will acknowledge receipt of the reasonable adjustment within two working days of submission. The outcome of the decision to authorise a reasonable adjustment will be communicated directly to the centre within 10 working days of receipt of the application. Please note that the timeframe may be extended if AIM require further evidence or clarification.

APPEALS

If a centre disagrees with a decision made by AIM about a reasonable adjustment, the centre can ask for the decision to be reviewed under the AIM Enquiries and Appeals policy.

CONTACT INFORMATION



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