



Application for special consideration for NQF BTEC

Awarding Body		Examination series	
Centre No		Centre name	
Candidate No		Candidate name	
Examination(s) for which an application is made			
Specification Title	Spec. code	Comp./ Unit code(s)	Date of exam
Did not sit component	Sat component but disadvantaged		
Date problem began -----	Is problem continuing? Yes No		
Summarise adverse circumstances affecting coursework, non-examination assessment or timetabled written examinations. (NB 'See attached' will NOT suffice.)			
Current medical/psychological evidence is attached			Yes No
For incomplete coursework, non-examination assessment, practical assessments, please indicate the mark awarded and the percentage of work completed. A breakdown of marks must be attached to this form. Centres must not enhance marks themselves.			Mark %
Please note components/units taken by the candidate will form the basis of the decision to award special consideration.			
Declaration: I am satisfied that the information provided is accurate and fully support the application.			
Head of centre/ Senior Leader		Date	
Name (Please print)			
Signature			

For office use

Notes on the completion of the special consideration form

1. **A separate form should normally be completed for each candidate. For each specification, list all components/units affected. However, in cases where a group of candidates have been disadvantaged by a particular event (e.g. fire alarm) a single form may be submitted. The list of candidates affected must be securely attached to the form.**

Please submit the form to the appropriate awarding body within 7 days of the last examination in the specification.

2. Please fill in the details at the top of the form, specifying the examination series concerned e.g. November, June.
3. Please fill in the details required in the box **Examinations for which an application is made** specifying the examination component(s) affected, e.g. Paper 1, and ticking the appropriate box to indicate whether the candidate was absent or present but disadvantaged.

Please note that GCSE English Language and GCSE English Literature are separate subjects and, where appropriate, a separate form must be completed for each.

4. Please state on the form the precise nature of the adverse circumstances affecting the candidate, including in the appropriate boxes, the date when the circumstances first began to affect the candidate and whether this continued during the examination.
5. In cases where medical/psychological evidence is available, please ensure that this is securely attached to the form.
6. Please complete the declaration. **The head of centre or a member of the senior leadership team must support an application for it to be accepted.**
7. This form **must** be sent to the Special Requirements Unit of the appropriate awarding body and **not** to the JCQ.
8. **After the publication of results late applications will only be accepted in the most exceptional circumstances and must be submitted before the deadline for reviews of marking and moderation for the respective examination series.**

NB This form must only be completed where an awarding body will not accept on-line special consideration applications.