



METHODIST COLLEGE

1 Malone Road Belfast BT9 6BY

Tel: 028 9020 5205 . Fax General: 028 9020 5228 . www.methody.org

Mr J S W Naismith MA DipEd PGCE
Principal

May 2019

Dear Parent/Guardian

Re: Special Consideration in GCSE and GCE Examinations

Your son/daughter will be sitting their GCSE or GCE examinations in the coming weeks. We hope that all goes well but we would like to bring to your attention the Special Consideration process through which a form of allowance can be made for an adverse circumstance which may arise **at the time of an examination**.

Special Considerations is a post-examination adjustment to a candidate's mark or grade, to reflect illness, injury or other indisposition **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. In such circumstances we can make a request on behalf of your son/daughter to the relevant Awarding Body. They will decide if Special Consideration is appropriate and will apply any necessary adjustments to the marks achieved in the examination. This also applies in those extreme cases where a candidate is unable to sit an examination through illness or other reasons and where a part-absence award has to be made.

Special Consideration normally takes the form of an increase in marks which depends on the severity of the circumstances. However, it must be pointed out that only minor adjustments can be made to the mark awarded. The maximum allowance given will be 5% of the total raw marks available in the component concerned, including coursework. The maximum 5% is only awarded in very exceptional circumstances. The most common category of allowance awards 2% of the total raw marks and this covers illness at the time of the assessment.

If there are circumstances affecting your son/daughter which will have a direct impact on his/her performance **at the time of the examinations**, please contact one of us as soon as possible. Requests for Special Consideration must be made by the College to the Awarding Body within **seven days** of the last examination of a subject in which the candidate's performance may have been affected. In cases of illness, it can be helpful to have medical evidence, so that the correct details can be included in the application. All information relating to requests for Special Consideration is, of course, treated confidentially and is not indicated in any way on results documentation. **The final decision as to whether Special Consideration is appropriate is made by the relevant Awarding Body. The percentage added is at their discretion and they will not enter into discussion with the school, candidate or their parents as to how much Special Consideration, if any, should be applied.**

Please feel free to contact one of us at the College (028 90205205) if you have any concerns or require clarification of the above points.

Yours sincerely,

Mr N Thompson (Head of Form 5)	Mrs L Forsythe (Head of Middle School)	Mrs E McKay (Head of L6)	Mr S Lyttle (Head of U6)	Mrs L McCluggage (Head of Senior School)
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