

Policy or Procedure Title: QM 03i	Special Considerations for LAMDA Examinations
Version 03	
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Special Consideration

Definition

A Special Consideration is a consideration given following a period of assessment for a Learner who:

- was prepared and present at an assessment but who may have been disadvantaged by temporary illness, injury or adverse circumstances that have arisen at or near the time of assessment
- misses part of the assessment due to circumstances outside of their control (i.e. fire alarm).

Examples of Special Considerations

- Interruption during assessment (i.e. fire alarm, unauthorised third person entering examination room)
- Terminal Illness
- Recent bereavement of member of immediate family
- Incapacity
- Recent traumatic experience
- Flare up of severe congenital illness such as epilepsy, diabetes or asthma.

Requesting Special Considerations

LAMDA would expect adequate provision and arrangements to be put in place to enable the Learner in extenuating circumstances to complete assessment and thereby achieve the Qualification/unit. Only when this is unsuccessful should an application for special consideration be made. All applications for special considerations will be made on a case by case basis. The only exception to this is where a group of Learners have been affected by the same circumstance during an assessment (group/duo examinations) in which case a group application is permissible. In this situation a list of Learners affected should be attached to the application.

Special Consideration requests must be submitted to LAMDA in writing, detailing the circumstances within ten working days following the examination date.

The application will require the submission of written evidence to support it. This may include a medical certificate or a supporting statement from the Examiner/centre coordinator/Learner/parent/guardian or teacher.

LAMDA's decision will be based on various factors which may vary dependent on the application received. These factors may include the severity of the circumstance and the nature of the assessment (practical, oral presentation, performance-based assessment) and if the integrity of the Qualification/unit would be compromised upon any decision made.

If the request is successful the Learner's performance will be reviewed in the light of the available evidence.

It is important to note it will not be possible to apply special considerations in instances where assessment requires the demonstration of practical competence or where the criteria have to be fully met.

In circumstances where the assessments are demand assessments (practical, oral presentations, performance based) LAMDA will offer the Learners affected the opportunity to take the assessment again at a later date. If this is decided by LAMDA as the most appropriate action it will be awarded as a full Transfer Credit Voucher (TCV) refunding the fee to the Learner(s) in question. A TCV is non-transferable and valid for one year only. For re-entry Learners must complete an entry form, enclosing their vouchers and fee balance.

LAMDA does not offer Aegrotat awards. The minimum assessment requirements for each unit/Qualification stated in each LAMDA syllabus specification is required for the unit/Qualification to be awarded.

Complying with the Policy

Failure to comply with the arrangements and requirements as set in this policy document could result in assessment malpractice which may impact on a Learner's result.

Failure to comply is defined as any or all of the following:

- putting in place arrangements without LAMDA's approval
- exceeding any allowance granted by LAMDA.

Sanctions or penalties may apply as a result of malpractice/maladministration. Please refer to LAMDA's Malpractice/Maladministration Policy and LAMDA's Sanctions Policy.

Complaints, Enquiries About Results (EAR), and Appeals

As a recognised awarding organisation in conjunction with the regulatory requirements, LAMDA has in place a Complaints, Enquiries About Results and Appeals Process. If you would like to appeal against a decision made please refer to the appeal procedure in the Appeals policy on the website or in the Guide for Centres and Teachers.

LAMDA will monitor and review the outcomes and processes of its Special Considerations process on an annual basis to ensure all outcomes are equitable to all Learners and that as an awarding organisation we do not create barriers to achievement.