



Westwood Training and Consultancy

Special Consideration Application Form *for requests that need to be made to Crossfields Institute*

Before completing this form, please read the reasonable adjustments and special considerations policy.

Special consideration is a process that allows learners who suffer from temporary illness, injury or indisposition either:

- at the time of an assessment
- before the due date for submission of a dissertation/project/work deadline

How to request a Special Consideration

Please consult the Assessment Policy prior to completion of the form:

<http://www.crossfieldsinstitute.com/wp-content/uploads/2011/04/Assessment-Policy1.pdf>

- The Special Consideration Application Form should be used by centres to apply for special consideration on behalf of each individual learner or assessment.
- Section 1 should be completed by the learner and section 2 by the Centre.
- The form should be submitted as soon as possible after the assessment and not later than seven working days after the assessment. If the request is for an extension to a deadline, this should be made as soon as possible, and before the deadline is reached if at all possible.
- Crossfields Institute will respond to the Special Consideration request within 3 working days.
- This application should be submitted to:
Quality Assurance Department
Crossfields Institute
Stroud House
Russell Street
Stroud
GLOS
GL5 3AN
Or by email to: qualityassurance@crossfieldsinstitute.com
- A copy of the form, with accompanying evidence, must be retained for at least 3 years from the end of the year to which it relates



Westwood Training and Consultancy

Special Consideration Application Form

Section 1 Questions 1-3 should be completed by the learner requesting a Special Consideration	
Centre Name	Click here to enter text.
Centre Number (if known)	Click here to enter text.
Learner Name	Click here to enter text.
Site Address	Click here to enter text.
Date and time of assessment or deadline	Click here to enter text.
Qualification/Programme Title	Click here to enter text.
Qualification/Programme Code	Click here to enter text.
Unit Titles:	Click here to enter text.
Unit Number/Code:	Click here to enter text.

1. Please indicate why you are requesting a Special Consideration (tick appropriate box or boxes):

- I am explaining my absence from an examination/assessment
- I have attempted an assessment and would like to request Special Consideration due to circumstances to be taken into account
- I am requesting an extension to my assessment/dissertation/project/work deadline

2. Please provide details below regarding the circumstances for your request:

Click here to enter text.

3. Please provide details of supporting evidence and attach a copy. This evidence may include:

- Medical or psychological evidence
- Statement from the invigilator/verifier/assessor/tutor

Click here to enter text.

Section 2 Questions 1 & 2 should be completed by the tutor/assessor/programme coordinator supporting the learner's application for Special Consideration and the declaration completed



Westwood Training and Consultancy

Tutor/assessor name	Click here to enter text.
----------------------------	---------------------------

- 1. Please Provide details of the measures taken (or suggested) to support the learner's application for Special Consideration:**

Click here to enter text.

- 2. Partial absence:**

In cases of partial absence (from an assessment/dissertation/project/work deadline) please indicate an estimation of what the learner would have achieved in normal circumstances and list four learners estimated to be of a comparable standard.

Estimation of learner achievement:

Click here to enter text.

List four learners estimated to be of a comparable standard:

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

4. Click here to enter text.

Declaration:

I confirm that the information provided above is accurate:

Signature*:		Date:	Click here to enter a date.
Position in Centre:	Click here to enter text.		
E-mail:	Click here to enter text.	Contact Number:	Click here to enter text.

Please return the form as a Word document and not as a pdf file. Thank you

Section 3 For completion by Crossfields Institute	
Special Consideration reviewed by: Click here to enter text.	
Application received date: Click here to enter a date.	Application acknowledged date: Click here to enter a date.
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	



Westwood Training and Consultancy

Date: Click here to enter a date.
Rationale for decision: Click here to enter text.
Action if required: Click here to enter text.

*A typed signature is acceptable if the form is received electronically from the related email address

Supporting Notes

To demonstrate the achievement students are capable of for the units that are subject to special consideration (Ofqual General Conditions of Recognition August 2014). Crossfields Institute expects approved centres to put in place reasonable measures to enable a learner, in extenuating circumstances, to complete assessment.

All applications for special consideration can only be made on a case-by-case basis and thus separate applications must be made for each learner.

Special consideration may be given following a scheduled assessment to a learner:

- Who is present for the assessment but who may have been disadvantaged by temporary illness, injury or adverse circumstances which arose at or near the time of the assessment
- Where alternative assessment arrangements which were agreed in advance of the assessment prove inappropriate or inadequate
- Who misses part of the assessment due to circumstances outside their control.
- Who misses a deadline for an assessment/ project/dissertation/work deadline to due to extreme circumstances and requests an extension

A learner will NOT be eligible for special consideration if:

- No evidence is supplied by the centre that the learner has been affected at the time of the assessment by a particular condition
- Any part of the assessment is missed due to personal arrangements including holidays or unauthorised absence
- Preparation for the assessment is affected by difficulties during the course e.g. disturbances through building work, lack of proper facilities, changes in or shortages of staff or industrial disputes.

Centres should note that, where an assessment requires the learner to demonstrate practical competence, it may not be possible to apply special consideration. In addition, in some circumstances, it may be more appropriate to offer the learner an opportunity to take the assessment at a later date rather than apply special considerations.



Westwood Training and Consultancy