



28th April 2022

Dear Parents and Students,

In my start of term 5 newsletter I explained that I would be back in touch with Year 11 and 13 students and parents regarding the arrangements for both the 2022 GCSE and A-level examination series and what actions need to be taken if a student is ill or needs to isolate with Covid-19 at a time when they are due to be in school to complete an examination.

The Joint Council for Qualifications (JCQ) recently updated (8th April 2022) their guide to the special consideration process for general and vocational qualifications for this year. The following guidance is therefore based on this and outlines what KGGs students and parents would need to do.

<https://www.jcq.org.uk/wp-content/uploads/2022/04/A-guide-to-the-special-consideration-process-202122-%E2%80%93-General-and-Vocational-qualifications-Updated-8-April-2022.pdf>

What is special consideration?

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event 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.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination.

Further details on which candidates would be eligible for special consideration can be found on page 4 of the guidance document.

Minimum requirements for enhanced grading in cases of acceptable absence

It is important to stress that the special consideration guidance states that in all cases, candidates must have been fully prepared and covered the whole course.

For both GCE A-level and GCSE qualifications, candidates **must** have completed at least 25% of the total assessment.

Appendix 1, starting on page 18, contains supplementary guidance on the special consideration process for centres in England June 2022 examination series. This supplementary guidance aligns to the UK Health Security Agency's guidance for people with symptoms of a respiratory infection including Covid-19, or a positive test result for Covid-19. The following information is stated.

For children and young people 18 and under:

- “Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.”
- “Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.”
- “It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.”
- “If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can.”
- “Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.”

For further information on high temperature (fever) in children, please see the NHS website:

<https://www.nhs.uk/conditions/fever-in-children/>

As is normal in a standard examination series, candidates are expected to complete examinations to receive a grade. As a centre we would encourage candidates to attend for their examinations. There may be exceptional cases though where this will not be possible, e.g. a temporary illness on the day of the examination.

Special consideration when a candidate is absent for an acceptable reason

As a centre we must remind candidates that the awarding of a grade through the special consideration process can only be made where they are absent from an examination or non-examination assessment component for an acceptable reason.

A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason.

This includes candidates who are displaying the symptoms described in the UKHSA guidance as advising them to stay at home (e.g. a high temperature for those aged 18 and under) as well as those with a positive COVID-19 test result.

Where a candidate still wishes to attend an examination, despite having symptoms (e.g. a high temperature) or a positive COVID-19 test, as a centre we would encourage the candidate to follow the UKHSA's guidance and therefore not attend. If candidates still continues to wish to attend, then we may prevent them from doing so in order to protect the other students and staff at KGGS in line with the updated health protection guidance for education and childcare settings.

Evidencing candidates' eligibility for special consideration

Should a student therefore be unable to attend an examination for an acceptable reason as outlined in the special consideration guidance, the following actions would need to be undertaken.

1. A parent/guardian rings KGGS reception (01476 563017) and informs the school of the student's name, the examination to be missed and the reason for the absence. This needs to be done on the day of the examination and ideally before the examination is scheduled to start.
2. An email then needs to be sent to examillness2022@kggs.org stating:
 - a. Students name
 - b. Date and name of the examination to be missed
 - c. Reason for absence

Once received a return email will be sent with a link to the JCQ form 14 – Self certification for candidates.

Section B needs to be completed by a parent/guardian and section C by the candidate. Once completed a hard copy needs to be printed, **signed by hand, by both the parent and the student** and **returned to school**.

Once we have this, we will then complete section A and the online special consideration application with the exam board.

Additional information

As a centre we must ensure authenticity of the details provided by a candidate within Form 14. If this isn't the case, as a centre and in line with the JCQ guidance, we would be required to investigate the matter as suspected candidate malpractice using the standard JCQ policy and procedure. Candidates therefore need to be aware that their results can be withdrawn, or they can be disqualified if they provide false information on eligibility for special consideration.

Further examples of when special consideration is applicable are contained within the guidance and we would therefore strongly encourage you to familiarise yourself with this information if you are unsure.

If in the meantime you have any other questions or queries, please do let me know.

Kind regards

A handwritten signature in black ink, appearing to read 'James Fuller', followed by a small dot.

James Fuller
Headteacher