

Dear <<chosen name>>,

**RE: Request for special consideration**

I am writing to confirm that the extenuating circumstance(s) in the request you made for special consideration has been considered in the process for determining your teacher assessed grade(s).

In line with the Joint Council for Qualifications (JCQ) guidance, we have considered whether the issue or event had, or was likely to have had, a material effect on a student's ability to demonstrate their normal level of attainment in an assessment. We have considered factors including the severity of the circumstances, the date of the assessment in relation to the circumstances and the nature of any assessment affected. This means that some requests for special consideration have not required an adjustment to be made.

Where an adjustment (special consideration) has been applied, it has been addressed, by using the flexibility of the range of evidence which can be used to determine students' grades. For example, selecting work completed by a student where they were unaffected by any adverse circumstances to replace the assessment that was affected. If this has not been possible, then a holistic judgement has been made based on the remaining/other available assessment evidence. **Please note:** JCQ are clear in their guidance that only relatively small adjustments can be made, as to make larger adjustments would jeopardise standards compared with previous years.

We are not allowed to discuss or disclose the teacher assessed grades with students or parents/carers prior to the results being published in August.

Please be reassured that the process of determining grades, including the application of special consideration, has involved a wide range of expert staff and leaders at the college and a robust quality assurance process undertaken by the college and awarding organisations.

Take care.

Yours sincerely,

Stuart Ormson  
Assistant Principal - Student Support