



HABC Special Consideration Policy

HABC SPECIAL CONSIDERATION POLICY

1. Introduction

1.1 Special Consideration may be granted in instances where, following a scheduled assessment, a learner:

1.1.1 may have been disadvantaged by temporary illness, injury or other adverse circumstances arising at or near the time of assessment;

1.1.2 who misses part of the assessment owing to circumstances beyond the learner's control.

1.2 If a learner falls into categories 1.1.1 or 1.1.2 above, Special Consideration may result in a post-assessment adjustment being made to the mark of the learner in question.

1.3 Centres will be warned about the dangers of learners receiving an unfair advantage and about the potential for learners abusing the process to obtain better marks. Centres will be made fully aware that the learner's results are a reflection of performance as opposed to potential ability therefore appropriate mandatory procedures will be maintained by HABC.

2. Learner Eligibility

2.1 Eligibility criteria (for learners who are fully prepared and have attended a scheduled assessment) which may qualify a learner for Special Consideration include:

2.1.1 alternative assessment arrangements that were agreed in advance, but which through no fault of the learner, proved to be unworkable;

2.1.2 where the learner's performance in other parts of the qualification is considerably better than part of the assessment where it is being asked that Special Consideration should be applied;

2.1.3 part of an assessment is missed by a learner due to unforeseen circumstances beyond their control. Examples include bereavement or illness;

2.1.4 unforeseen circumstances during an examination such as excessive noise in the examination room, a fire alarm, gas leak or power cut.

2.2 In some circumstances it may be appropriate to offer a learner who is eligible for Special Consideration an opportunity to take the assessment at a later date.

- 2.3 Situations in which a learner will not be eligible for Special Consideration:
- 2.3.1 An assessment (or part thereof) is missed due to unauthorised absence or annual leave.
 - 2.3.2 Preparation is affected by problems during the course, for example, industrial action.
 - 2.3.3 No evidence (medical or otherwise) is presented by a learner in support of an application for Special Consideration.

3. **Applying for Special Consideration**

- 3.1 Applications for Special Consideration must be completed on the Special Considerations Form. The completed form must be submitted to HABC by the Centre Contact on behalf of the learner. The form can be found in the Members Area of the HABC website. Applications must be submitted to HABC within five working days following the examination/assessment.
- 3.2 HABC will respond in writing to the request for Special Consideration within two working days of the application. The written response will detail the acceptance or refusal of permission for Special Consideration.

4. **Aegrotat**

- 4.1 Due to the nature of qualifications being offered by HABC, aegrotat awards cannot be offered to learners. Learners have the opportunity to apply for Special Consideration on the form in circumstances where they believe they have a grievance.