



ST GEORGE'S
SCHOOL



Parental guidance for examination seating and Special Consideration requests

Seating

The Exams Office receives a growing number of parental requests for students to be seated in a particular way on medical grounds. Whilst such requests will be considered, it is only possible to work within the constraints imposed by the number of rooms available. In particular we have a limited number of venues for Year 11 exams in December and Year 10 exams in April/May. Whilst we use more rooms for Year 12 and public exams in May/June, we also have three times as many candidates.

Please note the following points:

- Priority for seating will always be given to students who have been granted a formal access arrangement (e.g. a reader or a scribe).
- All requests for seating in a particular way must be made in writing (including by e-mail) and should be accompanied by evidence from a doctor or other medical professional. Such requests will be considered by the school but it is for the school to decide whether to grant a request when it is felt to be an appropriate arrangement.
- We would expect that any arrangements requested would reflect a student's normal way of working, e.g. if a student wishes to sit in the back row of an exam room we would need to know from teachers that they sit at the back of the majority of lessons.
- Any arrangement granted is only for that season, and will not roll forward. A fresh application must be made for each subsequent season.
- Applications must be made by the following deadlines:
- Year 11 school exams in December - applications by the last day of September.
- Year 10 school exams in April/May, public exams and Year 12 school exams in May/June - applications by the last school day in December.
- Any requests after these dates will only be considered in exceptional circumstances.
- Once individual timetables are published we are sometimes asked if it is possible to re-schedule certain papers, particularly where a student has a clash. We will always consider such requests, but must work within the JCQ regulations, which are extremely strict. In particular we are only allowed to move a paper from the morning to the afternoon session or vice versa when the total of papers sat in that session exceeds 3 hours. When two papers timetabled at the same time come to 3 hours or less they **must** be taken consecutively with a short supervised break which has to be in the exam room. We are not allowed to vary these conditions.

PTO

Special Consideration

Similarly the number of requests for special consideration is growing year on year, and we would ask you to consider the following:

- All applications are made online, and have to meet the requirements set by JCQ in order to be accepted. The decision as to whether to make an application rests with the Exams Officer, whose decision is final.
- The maximum allowance, in the most extreme circumstances, is 5% of the marks for a given paper. In practice, most candidates receive 2% or less.
- For absence a doctor's note is required, and it is recommended that one is obtained for any medical condition.
- The exam boards will never discuss special consideration for individual candidates, and when results are issued it is not possible to determine what allowance, if any, has been granted.
- The deadline for applications is in early July, and the exam boards will not usually accept requests for special consideration made after this date.