



## CMBD Ltd - SPECIAL CONSIDERATIONS POLICY

### Definition

A Special Consideration is a post-assessment adjustment reflecting an unforeseen circumstance which could affect a learner's performance during or near the time of an assessment (for example, FAMP examination).

Examples of unforeseen circumstances include: recent personal illness; accident or bereavement; or significant disruption during assessment (eg excessive external noise, fire evacuation or an emergency). Such circumstances do not normally apply to CMI's standard assessments (i.e. assignment tasks) which, because of their flexibility, are usually completed largely at the learner's convenience. Instead, Special Considerations are much more likely to be relevant to examinations and online tests.

Such circumstances may not affect the assessment outcome; therefore it may be more appropriate to reschedule the assessment to enable fair access. Where an assessment has been missed or is in the form of an on demand test, (i.e. set and marked by a computer), the centre should offer the learner an opportunity to take the assessment at a later date.

Special consideration cannot give the learner an unfair advantage and must not mislead regarding a learner's achievements. The learner's results must reflect their actual achievement in assessments; not their potential ability.

CMBD Ltd will adhere to the requirements of CMI should the need for Special Consideration arise.

### Process

Applications for special consideration to CMI by the Centre Manager giving evidence to support the application. Applications for special consideration will be made for each learner. Applications must be made within seven days of the assessment having taken place and before the issuing of results.

A decision to award special consideration by CMI will be based on various factors, including the severity of the circumstances and the nature of the assessment. The Chief Moderator will confirm the solution to the request

### Further Information

Further guidance on the application of special considerations in vocational qualifications can be found in:

Joint Council for Qualifications: Regulations and Guidance - Access Arrangements, Reasonable Adjustments and Special Consideration

([http://www.jcq.org.uk/exams\\_office/access\\_arrangements/regulationsandguidance/](http://www.jcq.org.uk/exams_office/access_arrangements/regulationsandguidance/))

([http://www.awarding.org.uk/documents/files/Documents/FAB\\_Guidance/FINALGoodPracticeGuideonReasonableAdjustments.pdf](http://www.awarding.org.uk/documents/files/Documents/FAB_Guidance/FINALGoodPracticeGuideonReasonableAdjustments.pdf))