



HEADTEACHER: MELISSA ROBERTS
LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

CC/hr/Y11 Special consideration
13th May 2024

Dear Parent(s)/Guardian(s)

SPECIAL CONSIDERATION APPLICATIONS: SUMMER 2024

The time has finally come for students in Year 11 to get the opportunity to sit external exams this summer. We hope that all of our students are able to enjoy this process whilst being in good health. On the rare occasions where there is a medical issue or personal trauma, school are allowed to apply for special consideration on the student's behalf. This process is a school administered process and so would require you to make us aware of the issue that the student is facing, and provide evidence where appropriate.

Special consideration is a **post-examination adjustment** to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment. **Special consideration adjustments are granted by the exam boards and not by the school**, but the school may apply for this on the student's behalf. Details of the process are outlined in the following link:

www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/

Having read this guidance, should you wish to proceed with an application for special consideration for your son/daughter, then please fill in the Google Doc form on the website under: Academic life – external exam information- special consideration 2024 Please add as much detail as possible. Please note that all entries for this special consideration process must be entered via Google Docs **by Tuesday 25th June 2024**, in order for us to submit them to the boards by the national deadlines.

If your son/daughter has any issue during the exam season, you must contact the exams office immediately either via the school phone number 01782 848008 or via email on exams@stjosephsmail.com

Many thanks for your time and we hope that the following weeks are positive for you all.

Best wishes,

Yours sincerely,

Mrs C Cirino
Assistant Head Teacher/Line Manager of Examination

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