



Special Considerations Policy

A Special Consideration is a post-assessment adjustment reflecting an unforeseen circumstance that could affect a learner's performance during or near the time of an assessment.

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 our standard assessments i.e. assignment tasks.

However they may apply to individuals for whom reasonable adjustments have been applied.

Eg use of braille, provision and a signer or interpreter etc.

In normal circumstances particular assessments or learning interventions would be rescheduled however, where this is not practical or felt to be unfairly disadvantageous to the learner then special consideration will be exercised.

NB Special consideration is not intended to give a 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.

We will submit applications for special consideration to ILM giving evidence to support the application; making a separate application for special consideration for each learner. We will ensure that such applications are made within seven days of the assessment having taken place and before issuing any results.

A decision to award special consideration will be based on various factors, including the severity of the circumstances and the nature of the assessment. The Chief Assessor of ILM will confirm the solution to the request which we will then apply.

Policy reviewed on 20/04/2016 Next review due by 20/04/2017