



Imperial Society of
Teachers of Dancing

Special Consideration Policy

Contents

Introduction	3
Purpose of the policy.....	3
Scope of the policy	3
Definition of Special Consideration.....	3
Eligibility for Special Consideration.....	4
How to request Special Consideration.....	4
How we review requests for Special Consideration	5

Introduction

In addition to making Reasonable Adjustments, the Society offers to make special consideration for a candidate who has temporarily experienced illness, injury, or some other event outside of their control just before or at the time of the assessment. Reasonable adjustment and special consideration are two different types of adjustments; one considers adjustments that can be made to the assessment process and/or syllabus content and the latter considers post examination adjustments to the marks.

Special consideration is another way in which access to a fair assessment can be maintained. We aim to support and protect all individuals in providing Reasonable Adjustments and special consideration arrangements, to any candidates that may have a genuine need, recognising their achievement without compromising the equality, validity, and integrity of the assessment.

Purpose of the policy

This policy explains the Society's approach to supporting a candidate who has temporarily experienced an illness, injury, or some other event outside their control, which has had or is likely to have, a significant material effect on the candidate's ability to take an assessment or demonstrate the required level of competency.

This policy provides guidance to Centres/Schools, teachers, and candidates as to how to request special consideration and how the Society will review each case and apply adjustments to the marks after the assessment.

Scope of the policy

Centres/schools, teachers, and candidates should familiarise themselves with the guidance provided in this document when requesting special consideration.

This document is also provided for the Society's employees to support the review and approval of applications for special consideration.

Definition of special consideration

Special consideration is a post-examination adjustment that compensates candidates who were suffering from a temporary illness or condition or who were otherwise disadvantaged at the time of the examination.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examination. It is important to note that special consideration cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded.

Eligibility for Special Consideration

A candidate may be eligible for special consideration if they have been **fully prepared and participated in the examination**, but their performance is materially affected by adverse circumstances beyond their control.

These include:

- Temporary illness or a recent accident/injury
- A recent bereavement
- Domestic crisis just before the examination
- A serious disturbance or accident during the examination
- The alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate
- Any part of an assessment has been missed due to circumstances beyond the control of the candidate.

Candidates will not be eligible for special consideration if training leading up to the examination, or performance in the examination is affected by:

- **Long term illness** or other long-term issues affecting training time, unless the illness or circumstances exacerbate what would otherwise be a minor issue at the time of the examination (i.e. difficulties over and above those that previously approved Reasonable Adjustments would have alleviated)
- Bereavement occurring more than **six months** before the examination unless an anniversary has been reached at the time of the assessment or there are on-going implications such as an inquest or court case, moving house, taking holidays just before the date of the examination
- Minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing
- The failure of the centre to prepare candidates properly for the examination for whatever reason
- Misreading the timetable and/or failing to attend at the right time and in the right place.

The Society will not make special consideration for any pre-existing illness and injuries as these should have been notified to the Society by means of applying for **Reasonable Adjustments** prior to booking the exam timetable. However, if a candidate experienced a temporary illness or injury after booking the exam timetable or just before the date of the assessment, a request for special consideration can be made. In some cases, we may recommend that the candidate's assessment should be postponed depending on the severity of the likely effect it may have on the candidate's performance.

How to request Special Consideration

Teacher on behalf of a candidate should request special consideration using the ISTD special consideration Request Form on the website. A fully completed form and supporting documentation should be emailed to **csqa@istd.org**. All requests for special consideration must be received no later than 5 working days after the date of the assessment.

All applications for special consideration will be considered on a case-by-case basis and thus separate applications must be made for each candidate. Where all candidates in the exam session were impacted by the same adverse effect on the day of the examination, the teacher/tutor should contact the Quality Assurance Department to request special consideration for multiple candidates. Please note that it is not permissible for teachers to ask the examiner to make special consideration.

The application should explain clearly and accurately the reason the candidate is requesting special consideration and include any supporting documentation. We may ask for additional evidence to support the application. The head of school/teacher must seek a written consent from the candidate or the candidate's parent/guardian for sharing the candidates' information with ISTD for purpose of requesting special consideration. It is the responsibility of the school to make sure that signed consent is obtained and kept on record in accordance with GDPR regulations.

How do we review requests for Special Consideration

A candidate will not be eligible for special consideration if:

- No evidence is supplied by the teacher/candidate to support how the candidate was affected at the time of the assessment by a particular condition or circumstance
- Any part of the assessment is missed due to the candidate's personal arrangements
- The candidate is experiencing **long term** illness or difficulty
- Candidate did not follow the assessment instructions, i.e., arrived late for the exam
- A request is not received within the permissible time frames to apply for special consideration.

The Society treat each request for special consideration on a case-by-case basis and will consider the individual circumstances and decide if the issue or event that happened outside of the candidate's control is likely to have had a material effect on the candidate's ability to take the assessment, or demonstrate their normal level of attainment. Each case will review the severity of the issue, the level of adverse effect and the type of examination or assessment.

We will not be able to make significant adjustments to the mark. It is important to note that where an assessment requires the candidate to demonstrate a skill or competence or where criteria or component must be fully met, it may not be possible to apply special consideration. Although each case is unique, and circumstances may vary greatly, the maximum adjustment the Society will make is limited to 5 marks in total. It is important to note that all adjustments are at the discretion of the ISTD and if the application is approved, additional marks will be added to the candidate's overall result/grade. Special consideration cannot be applied in a cumulative way. For example, because of a recent bereavement and the candidate suffering from a viral illness. Special consideration should only be applied for the most serious indisposition.

Following are examples of how we may consider each case:

Total number marks added	Circumstances for special consideration (examples)
5 marks Reserved for the most exceptional cases	<ul style="list-style-type: none"> • Terminal illness of the candidate/a parent/main carer • Death of a member of the immediate family within three months of the assessment
4 marks	<ul style="list-style-type: none"> • Major surgery at or near the time of the examination • Severe disease • Very recent death of member of extended family • Severe or permanent bodily injury occurring at the time of the examination • Serious crisis/incident at the time of the examination
3 marks	<ul style="list-style-type: none"> • Recent traumatic experience, such as death of a close friend or distant relative • Recent illness of a more serious nature • Flare-up of a severe congenital/medical condition or a psychological condition • Organ disease • Physical assault trauma before an examination • Witnessing a distressing event on the day of the examination
2 marks	<ul style="list-style-type: none"> • Illness at the time of the examination • Broken limb on the mend • Fractured ankle, foot, arm or wrist • Concussion • Effects of pregnancy (not pregnancy per se) • Extreme distress on the day of an examination (not exam-related stress)
1 mark	<ul style="list-style-type: none"> • Noise during examination which is more than momentary • Illness of another candidate which leads to minor disruption in the examination room • Stress or anxiety for which medication has been prescribed • Hay fever on the day of an examination • Minor upset arising from administrative problems

The Imperial Society of Teachers of Dancing exists to advance excellence in dance teaching and education. Membership of the Imperial Society of Teachers of Dancing is the passport to artistic and professional progression. Find out more **istd.org**



**Imperial Society of
Teachers of Dancing**

Imperial Society of Teachers of Dancing
22/26 Paul Street, London EC2A 4QE
istd.org    **@ISTDdance**

Registered charity number 250397
© Imperial Society of Teachers of Dancing 2023