



**Oriental Fine Arts Academy of London (OFAAL) ®**

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# Special considerations

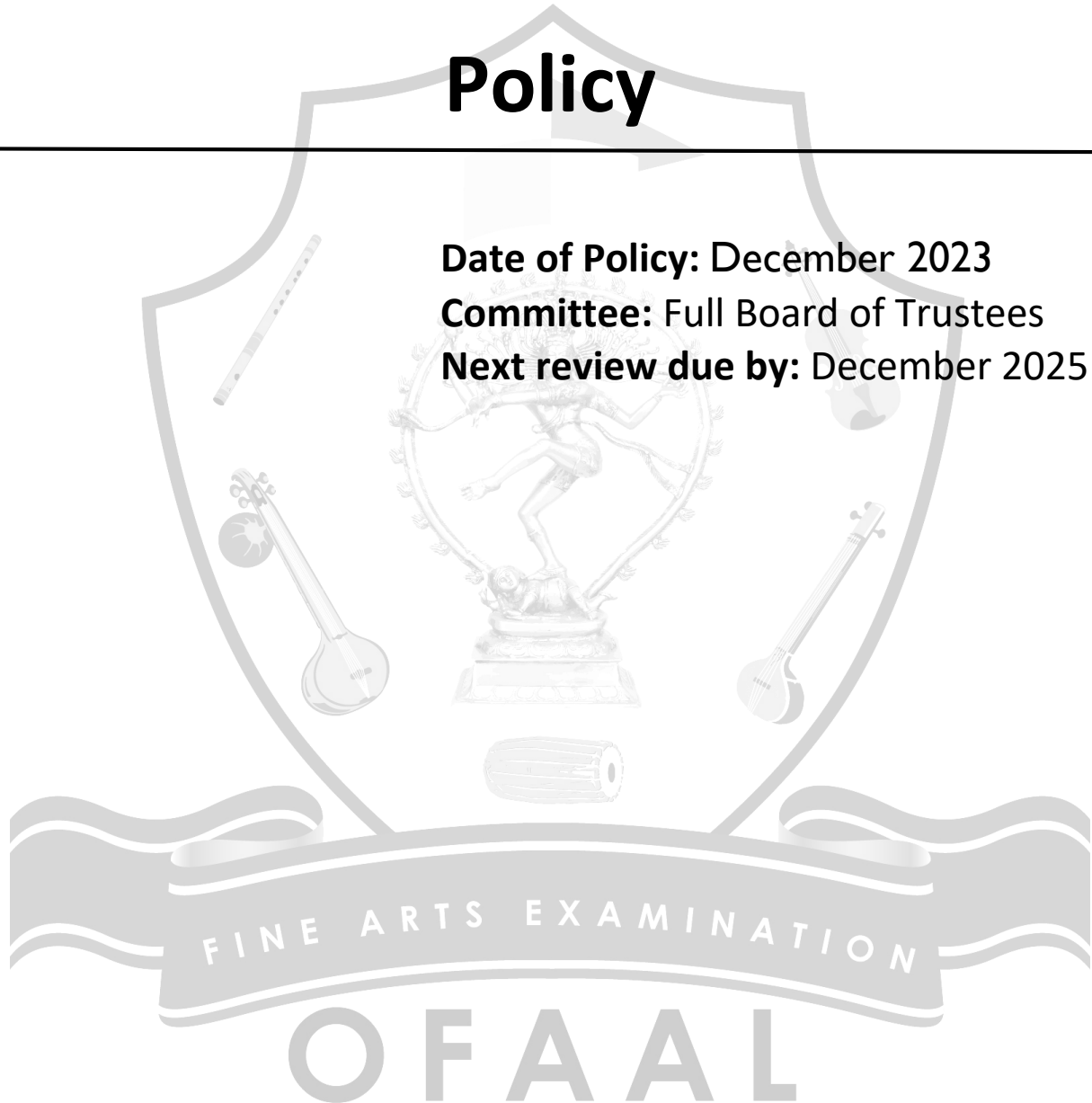
## Policy

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**Date of Policy:** December 2023

**Committee:** Full Board of Trustees

**Next review due by:** December 2025



OFAAL will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to OFAAL's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

Special consideration is given in line with the circumstances and processes described in this policy to candidates who suffer temporary illness, injury or indisposition, or adverse circumstances at or near the time of the examination. Special consideration will not result in an adjustment to marks and will not change the assessment criteria applied by the examiner for the exam.

### **Eligibility for special consideration**

An application may be made for special consideration either:

When a candidate's performance in an exam may have been affected by circumstances beyond their control, e.g.

- a personal trauma or upset shortly before or at the time of the exam, such as bereavement or family crisis
- a minor injury occurring immediately before the exam, such as a sprained wrist
- a sudden malfunction of the instrument immediately before the exam
- serious disturbance at the time of the exam, such as noise from nearby building works

OR

When the exam is not completed due to circumstances beyond the candidate's control, e.g.

- illness partway through an exam
- instrument failure partway through an exam
- disruption to the exam by external factors, such as fire alarm or power failure
- a sudden and unexpected malfunction of a computer/electronic device

These arrangements are intended to allow for those who suffer sudden minor illness or injury at the time of the exam and do not include those who are injured in advance of their exam or are ill at the time, for whom the recommended course of action is withdrawal.

It is not advisable for a candidate who is unwell to attend an exam, nor for those experiencing illness or injury to be assessed under disadvantageous circumstances that cannot be taken into account by the examiner. Where the illness or injury is very minor and rescheduling the exam within that session of exams would be helpful (Practical exams only), every effort is made to find an alternative examination time slot, although this may mean attending at an alternative centre.

### **Application procedure**

An application for special consideration must be made in writing as soon as possible after the assessment and not later than 48 hours after the exam. Candidates should email OFAAL administration team, [admin@ofaal.org](mailto:admin@ofaal.org).

The application must be submitted by the applicant and must be in writing. The application must include their full name, index number, subject and grade. The application must be signed and dated and the signatory must declare that the information given is accurate.

It should be noted that an application for special consideration may delay the release of the exam results while proper investigation is made.

### **Outcomes for the candidate**

Candidates can be assessed only on the performance given during an exam and consequently an application for special consideration will not result in an adjustment to marks and will not change the assessment criteria applied by the examiner for the exam in question. Where a section of a graded exam is not attempted, marks for that section cannot be awarded, but a candidate may still be successful and be awarded a certificate provided that the marks awarded for the sections attempted meet the pass mark for the relevant qualification.

### **Data Protection and Confidentiality**

In line with the General Data Protection Regulation (GDPR), all personal data collected will be stored securely in accordance with the OFAAL Data Protection Policy and Privacy Statement. Only authorised personnel will have access to this data.

