

Highfield Assessment Special Considerations Policy



1. **Introduction**

- 1.1 This policy sets out Highfields approach to Special Considerations.
- 1.2 The policy and associated arrangements will be kept under continuous review by Highfield to ensure appropriateness and effectiveness. In particular, a formal review of these arrangements will be carried out at least annually as part of our annual self-evaluation activities.

2. **Special Considerations**

- 2.1 A Special Consideration may be granted in instances where, following a scheduled assessment, a learner:
 - 2.1.1 may have been disadvantaged by temporary illness, injury or other adverse circumstances arising at or near the time of assessment; and/or
 - 2.1.2 who misses part of the assessment owing to circumstances beyond the learner's control.
- 2.2 If a learner falls into categories above, Special Consideration may result in a post-assessment adjustment being made to the mark of the learner in question.
- 2.3 Training Providers must be aware of the dangers of learners receiving an unfair advantage and about the potential for learners abusing the process to obtain better marks. Training Providers must also be aware that the learner's results are a reflection of performance as opposed to potential ability therefore appropriate mandatory procedures will be maintained by Highfield.

3. **Learner Eligibility**

- 3.1 Eligibility criteria (for learners who are fully prepared and have attended a scheduled assessment) which may qualify a learner for Special Consideration include:
 - 3.1.1 alternative assessment arrangements that were agreed in advance, but which through no fault of the learner, proved to be unworkable;
 - 3.1.2 where the learner's performance in other parts of the qualification is considerably better than part of the assessment where it is being asked that Special Consideration should be applied;

5. Aegrotat

5.1 Due to the nature of qualifications being offered by Highfield, aegrotat awards cannot be offered to learners. Learners have the opportunity to apply for Special Consideration on the form in circumstances where they believe they have a grievance.

6. Contact us

6.1 If you have any comments about this policy or its associated practices, please contact Highfield on 01302 363 277 or email your Customer Engagement Officer directly.

Document control.

Version	Date	Author	Notes
V1	May 2024	Compliance	
V2	May 2025	Compliance	Change to footer
V3	Apr 2026	Compliance	Review complete