

## **BRITISH CANOEING AWARDING BODY**

### **SPECIAL CONSIDERATIONS POLICY**

#### **SPECIAL CONSIDERATIONS – INTRODUCTION**

In the interests of access to, and fairness in, assessment, the British Canoeing Awarding Body is prepared to give special consideration to candidates who suffered temporary illness, injury or indisposition at the time of assessment and either:

- were prevented from attending an assessment session/completing an assessment task by the specified date, or
- attended assessment but believe that circumstances beyond their control, such as a sudden indisposition, affected their assessment performance adversely.

Delivery Centres are asked to note that special considerations differ from reasonable adjustments in that they relate to unforeseen circumstances which result in a temporary indisposition and/or unavailability for assessment. By contrast, reasonable adjustments cater for longer-term impairment and disabilities which manifest themselves well in advance of assessment and can, therefore, be accommodated with some preparation.

#### **ELIGIBILITY FOR SPECIAL CONSIDERATIONS**

The following are the conditions for candidates' eligibility for special considerations:

- (a) a sudden injury or a sudden onset of an illness/indisposition (for which a doctor's/hospital note must be provided);
- (b) an unplanned hospital admission (for which a doctor's/hospital note must be provided);
- (c) a sudden bereavement of a family member or a close friend (for which a candidate's note will suffice);
- (d) a loss of assessment evidence as a result of fire, flood or theft (in the last case, a police

- crime number should be provided; for the remaining two, a candidate's note will suffice);
- (e) a domestic emergency, such as flooding, fire or serious structural damage, such as that caused by a severe storm (for which a candidate's note will suffice);
  - (f) other circumstances beyond the candidate's control – e.g. severe weather, unscheduled work, or other, commitments, severe disruption to domestic arrangements, trauma caused by family breakdown (work commitments will require a note from the candidate's line manager, while, for other circumstances, a candidate's note will suffice).

#### PROCEDURE FOR APPLYING FOR SPECIAL CONSIDERATIONS

The British Canoeing Awarding Body is aware that there are situations that can be planned for and this requires that applications for special considerations for candidates should be submitted by their centres.

When applying for special consideration, the person accountable for the Delivery Centre's quality assurance and standardisation applies by written application and should describe in detail the circumstances which affected the candidate at the time of assessment. The application should be accompanied by the required supporting documentation, as is specified in Section B above. The written application can be accepted via email.

An application for a special consideration should be forwarded to the Awarding Body within **two weeks** of the deadline for submitting written work having elapsed or of the practical assessment session having taken place.

There are also circumstances that cannot be planned and communicated in advance. Delivery Centres are expected to provide all assessors with appropriate guidance, clearly identifying how the assessor can use suitable judgements of special considerations. For such immediate circumstances, special considerations can be applied ensuring that such measures are recorded and communicated with the Delivery Centre.

## **FAIR TREATMENT OF ALL CANDIDATES**

Special considerations granted by the British Canoeing Awarding Body will endeavour to treat all candidates fairly. The following arrangements are envisaged for those for whom the Awarding Body has approved special consideration:

- In the case of a missed assessment session, the rescheduling of assessment at no extra cost to the candidate;
- In the case of a missed deadline for the submission, extending this deadline by a reasonable amount of time;
- In case of poor performance due to a sudden illness or indisposition during an assessment session, there are two scenarios: (i) when the affected candidate's assessment evidence produced during this session is not of a Pass or borderline standard, such a candidate will be allowed to take the assessment again without having to pay a re-entry fee; and (ii) when the affected candidate's assessment evidence produced during this session demonstrates borderline performance, it will be re-examined in light of any mitigating circumstances and in the context of the candidate's other assessed work to see if a Pass would be justifiable. In case of a negative decision, the assessment session would be rescheduled at no extra cost, as above.

## **AEGROTATS**

Some awarding bodies issue aegrotats, which are awards made to candidates who have been unable, through temporary illness, injury or indisposition, to meet all the assessment requirements for the qualification.

However, since the qualifications offered by the British Canoeing Awarding Body are competence-based, it is a requirement that candidates should demonstrate their competence in all the specified areas in order to be awarded the qualification. This is why the British

Canoeing Awarding Body is not going to award aegrotats for its qualifications.

This document refers to Conditions(s) within the Regulator's Statement of Compliance requirements	D2 G7
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