



Wolverhampton Girls' High School

“Ludus Supra Praemium”

Academy Trust Company Number: 8918836

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Developing happy, confident and resilient young women

24th May 2021

Mitigating Circumstances and Special Consideration

Dear parents/carers

As part of the Teacher Assessed Grades process, we need to ensure that all candidates know which assessments have been used to inform the qualification process. This information has been provided to candidates as a booklet in the week beginning 17th May. It should be noted that this booklet reflects the full range of evidence that is being drawn upon for the cohort or class. It is expected that some students will have gaps in their personal assessment record owing to such things as absence at the time of the assessment. This should not be an area of concern for candidates as this has been anticipated and is covered by the JCQ guidance. Teachers will look at the assessment and evidence that is present rather than judge the absence of evidence negatively.

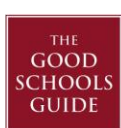
Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment. This is different to ongoing medical conditions which are managed through Access Arrangements such as “Stop the Clock” or additional time allocations.

As a range of assessments are being used this year, rather than examinations on specific dates and times, it is necessary to give candidates an opportunity to raise issues that may require mitigating circumstances for their performance in an assessment used to determine their Teacher Assessed Grade.

The school is using the JCQ guidance for 2020-21 for special consideration. This states that candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. These include:

1. temporary illness or accident/injury at the time of the assessment;
2. bereavement at the time of the assessment;
3. domestic crisis arising at the time of the assessment;
4. serious disturbance during an assessment, particularly where recorded material is being used;
5. participation in sporting events, training camps or other events at an international level at the time of the assessment, e.g. representing their country at an international level in chess or football;
6. failure by the centre to implement previously approved access arrangements for that specific examination series.

Given the circumstances of this year, it is expected that in most cases concerns raised above would result in the assessment being discarded for the purposes of teacher Assessed Grades and the remaining assessment evidence being used, similar to if the candidate had simply been absent. Although, this decision will not be taken if it is detrimental to the candidate, e.g. it would remove a candidate's best scores. Where this is not possible an allowance of additional marks in any assessment may be made.



The maximum allowance given will be 5% of the total raw marks available in the assessment concerned, except in cases where Access Arrangements were not in place at the time of the assessment. Further details are available via the following documents:

- Joint Council for Qualifications: A guide to the special consideration process
- WGHS Teacher Assessed Grades Policy

These documents are available from the school website via this link:

<https://www.wghs.org.uk/teacherassessedgradesprocess>

If you believe that an assessment has been materially affected by circumstances that require mitigation and special circumstances, please complete the following link:

(A-level): <https://forms.office.com/r/4t1JJC09wp>

(GCSE): <https://forms.office.com/r/fNBLKppwnx>

You will need to complete one form for each assessment affected. Please note that this link will only work from a WGHS school account. Should you require any assistance in logging this concern please contact exams@wghs.org.uk. In order to log a request, you will need to have the following information to hand:

- Student's name
- Candidate number
- House
- Assessment code (e.g. MATH1) from the assessment record booklet

All mitigation must be logged with the school by 5pm Friday 4th June. After this time further requests cannot be considered.

Yours sincerely



Duncan Bowdler
Deputy Headteacher

