



Sussex Business School Limited

Special Consideration Procedure

Purpose

This procedure aims to ensure that special consideration is given by Sussex Business to a Learner who has temporarily experienced: -

- A sudden illness or injury during the assessment
or
- An event outside of the Learners control, which has had, or is reasonably likely to have had, a material effect on that Learner's ability to fully demonstrate his or her level of attainment in an assessment

Introduction

This procedure provides clear arrangements for dealing with special consideration in relation to CMI qualifications.

This policy sets out:-

- How a Learner applies for a special consideration;
- What special consideration will be made for Learners taking CMI qualifications.

Scope

This policy applies to all Sussex Business School Staff.

Definition of Special Consideration

The term "special consideration" is a temporary experience that prevents the Learner from being able to demonstrate his or her full capability in an assessment. For example, this could be disruption or adverse conditions during the assessment or a very recent event such as bereavement.

Special Consideration is only required if the Learner's ability is impaired at the time of the assessment; therefore, it cannot be planned for. For example, if the Learner cannot attend the assessment due to being on holiday, this is not a Special Consideration.

How a Learner applies for Special Consideration

Learners in the first instance must advise Support Services as soon as possible after the assessment if they consider that their performance was affected by an unforeseen event.



What Special Consideration will be made for Learners taking CMI qualifications

In the majority of situations, the flexibility of CMI's assessment methods should allow for any eventuality. If an assessment is disrupted or the Learner feels their ability was impaired, Sussex Business School have two options available to them: -

- Finding an alternative date/time for a re-assessment;
- Adapting or providing alternative forms of assessment in the case of a short-term injury.

CMI will not adjust the marking of its qualifications as all assessment criteria must be met and there is no grading of qualifications.

Only if none of these alternatives are possible, will Sussex Business School apply Special Consideration arrangements.

CMI and Sussex Business School would expect these arrangements to be made only in the most extreme situations such as serious or terminal illness where it is unlikely that the Learner would be able to fully complete the qualification.

Sussex Business School will review the information provided by the Learner or the Learner's representative and will make a judgement upon whether Special Consideration will be applied. Sussex Business School will gather evidence from the Learner to support their claim for Special Consideration.

Where Sussex Business School judges that Special Consideration is warranted, the 'Centre Report of Special Consideration Form' will be completed by Support Services and sent, along with the assessment evidence affected, to the Quality Manager.

It is expected that only assessment evidence on the borderline between Pass and Refer, or work that has been Referred, should be submitted for Special Consideration. Evidence that clearly meets the requirements for the CMI qualification, although not up to the Learner's normal standards should not be submitted through the Special Consideration Procedure. This is because CMI qualifications are Pass/Refer only.

The Quality Manager will decide within 20 working days whether Special Consideration should be applied. CMI expects that this could be the award of a unit, award or certificate or if the Learner is unable to fully complete the qualification an exit award may be made.



The Special Consideration is reported to CMI

Sussex Business School must report any special consideration arrangements it has made to CMI using the form which can be found at the end of this procedure. The Quality Manager/Auditor will review the Special Consideration Form and give you feedback.

In rare cases where the Quality Manager or Auditor Suspects Malpractice or Maladministration and when the special consideration is reported, the procedure that will be followed is outlined in the Malpractice and Maladministration Policy and Procedure.



Centre Report of Special Consideration Form

This form must be completed when reporting any Special Consideration to CMI.

Centre Name	
Centre Number	
Contact Name	
Contact address, phone number and email	

CMI Qualification Code	Qualification Title

CMI Unit Code	Unit Title

Learner Number	Learner Name

Please give the nature of the special consideration, including to whom it was reported and when dates
- Include evidence as necessary.

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If there are any other details you feel are relevant to this special consideration including mitigating circumstances, please give further information below.

