

Admissions Testing Service Request for Special Consideration

When a candidate has sat a test under adverse circumstances through no fault of their own, a centre may ask for Special Consideration to be taken into account. Examples of acceptable and unacceptable reasons are given below.

The Admissions Testing Service will consider the circumstances and may, at our discretion, advise the institution(s) of the severity of the Special Consideration. The decision to take the Special Consideration into account or not is at the discretion of the institution(s). No adjustment will be made to the candidate's results.

How to apply for Special Consideration

Special Consideration requests should be made in the first instance by the centre with the candidate's agreement; a candidate can make an application directly but should check with their centre first. The request should be made using the Special Consideration form which can be found in the [Useful documents](#) section of the Admissions Testing Service website.

A Special Consideration request must be received within five working days of the test date. Requests received after this date cannot be considered as institutions will already be making their decisions.

Here are some examples of acceptable and unacceptable reasons. These lists are not intended to be comprehensive.

Examples of acceptable reasons:

- Illness during or immediately preceding the test. This must be accompanied by medical evidence such as a doctor's note or a statement from the school nurse/first aider.
- Disability (permanent or temporary) at the time of the test but where access arrangements were either not in place or not adequate.
- Distress owing to factors such as the death of a close friend or relative, acute family/domestic problems, etc., immediately preceding the test.
- Suffering from shock (e.g. owing to a road accident).
- Significant disruption to the test session outside the centre's control, such as a genuine fire alarm.

Examples of unacceptable reasons:

- Minor disturbances in the test room such as other candidates entering or leaving the room, ringing bells etc. Centres are permitted to use discretion when the immediate remedy of allowing an appropriate period of extra time to compensate for time lost will offer sufficient alleviation of the difficulty.
- Indispositions such as hay fever which are variable in their effect, except where the candidate was clearly affected on the day of a test.

What level of Special Consideration will be indicated?

We will review the evidence to see if the circumstances reported have impacted negatively on the candidate's performance: if we believe that there has been a negative impact, we will advise the institution(s) of a severity level between 1 (low impact) to 5 (high impact) in accordance with guidelines provided for awarding bodies. We cannot enter into discussion with centres, candidates or their representatives on the level of Special Consideration which should be indicated to the institution(s). The detailed evidence and/or the nature of the Special Consideration will not be shared with the institution(s).