



Cambridge Assessment Admissions Testing Request for Special Consideration

When a candidate has sat a test under adverse circumstances through no fault of their own, a special consideration may be taken into account. Examples of acceptable reasons are given below.

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 results.

How to apply for special consideration

The request should be made using the special consideration form.

Centres can find the form on the **Entries Extranet**. The form is next to each candidate entry on the entries overview page. The form should be submitted on behalf of the candidate.

Candidates who took the test at an open centre can find the form on our [support site](#).

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 reasons. The list is 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.
- 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.

What level of Special Consideration will be shared with the institution(s)?

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 will be indicated to



Cambridge Assessment Admissions Testing

the institution(s). The detailed evidence and/or the nature of the special consideration will not be shared with the institution(s).

Cambridge Assessment is committed to making our documents accessible in accordance with the WCAG 2.1 Standard. We're always looking to improve the accessibility of our documents. If you find any problems or you think we're not meeting accessibility requirements, contact our team: admissionstesting@cambridgeassessment.org.uk

If you need this document in a different format contact us telling us your name, email address and requirements and we will respond within 15 working days.