

REIGATE COLLEGE



SPECIAL CONSIDERATIONS

Special Considerations

Reigate College will only submit applications for special consideration where an adverse 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. For example, a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment.

Reigate College will decide whether the candidate meets the published criteria for special consideration. An awarding organisation cannot determine the candidate's eligibility and make the decision for the centre.

Applications will only be processed where they are supported by Reigate College and the candidate meets the published criteria for special consideration with evidence in place.

If Reigate College does not support an online application for special consideration, then it will not be submitted to the relevant awarding organisation or organisations. Speculative applications for special consideration cannot be accepted.

Where a candidate does not meet the published criteria for special consideration, the awarding organisation will reject the application and provide clear reasons for doing so.

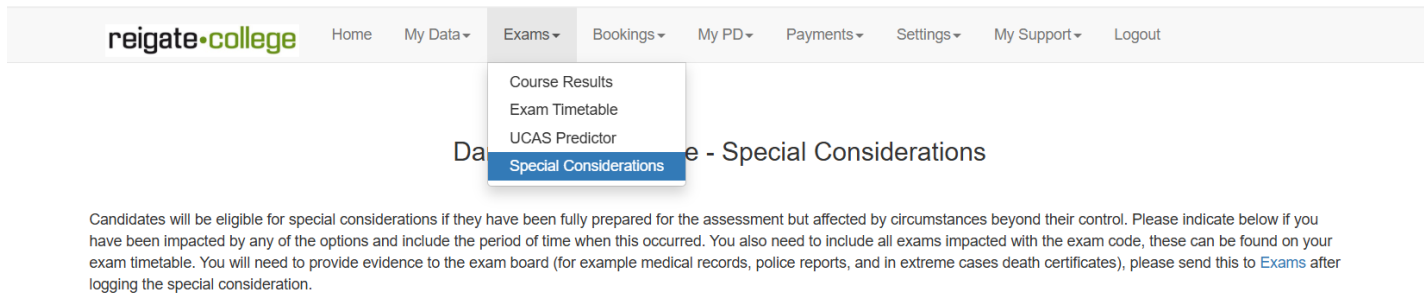
Reigate College will not submit applications for special consideration for trivial cases.

Examples of trivial cases which would not warrant special consideration include, but are not limited to:

- a bird tweeting outside the examination room
- a lorry reversing
- a toilet being flushed
- doors in a corridor adjacent to the examination room opening and closing
- very short, momentary noise from, for example, aeroplanes, helicopters or lawnmowers.

How to access the special consideration form via your portal and steps to follow:

1. Under Exams on the top taskbar, select Special considerations on the drop-down list



2. The Special consideration form will be open and look like this:

Candidates will be eligible for special considerations if they have been fully prepared for the assessment but affected by circumstances beyond their control. Please indicate below if you have been impacted by any of the options and include the period of time when this occurred. You also need to include all exams impacted with the exam code, these can be found on your exam timetable. You will need to provide evidence to the exam board (for example medical records, police reports, and in extreme cases death certificates), please send this to Exams after logging the special consideration.

The screenshot shows the 'Add New Consideration' form. It includes a dropdown menu for 'Consideration' with 'Please Select' chosen. Below this is a text field for 'Short explanation about why you missed / felt disadvantaged in your exam. For example, a bereavement or serious illness. Please ensure you tell us how it impacted you and your exam.' with a placeholder 'Brief description of the circumstance'. There are two date pickers: 'Date Affected From' and 'Date Affected To', both with 'dd/mm/yyyy' placeholders and calendar icons. A note below the second date picker says 'Leave blank if on-going.' There is another dropdown menu for 'Exam Affected' with 'Please Select' chosen. At the bottom left is a blue 'Save Data' button.

3. There will be two options to chose from: Disadvantaged during the exam or Missed exam

This screenshot shows the 'Add New Consideration' form with the 'Consideration' dropdown menu open. The menu lists three options: 'Please Select', 'Disadvantaged During Exam', and 'Missed Exam'. The 'Disadvantaged During Exam' option is highlighted in grey.

4. To support your application with the awarding bodies, we will need a short explanation about why you missed / felt disadvantaged. Please can you explain how you felt, what impact this had on you before and during the exam.

Short explanation about why you missed / felt disadvantaged in your exam. For example, a bereavement or serious illness.

Please ensure you tell us how it impacted you and your exam.

Brief description of the circumstance

5. Please ensure you complete a form for each exam that you were at a disadvantage or missed

Date Affected From

dd/mm/yyyy



Date Affected To

dd/mm/yyyy

Leave blank if on-going.

6. Select the affected exam from the drop-down list

Exam Affected

Please Select

Please Select

Economics Mock | 23 Feb 2026 (PM)

Spanish Mock | 24 Feb 2026 (AM)

Mathematics Mock | 27 Feb 2026 (PM)

ECONOMICS ADV PAPER 3 | 04 Jun 2026 (PM)

SPANISH ADV PAP 1 LIST, READ & WRIT | 04 Jun 2026 (AM)

SPANISH ADV PAPER 2 WRITING | 12 Jun 2026 (PM)

PURE MATHEMATICS 1 | 03 Jun 2026 (PM)

PURE MATHEMATICS 2 | 11 Jun 2026 (PM)

STATISTICS & MECHANICS | 18 Jun 2026 (PM)

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7. Complete form by clicking Save data



8. Please email medical evidence to the exams team exams@reigate.ac.uk, this evidence will be used to support your application and may be submitted to the awarding bodies.

Please note that we are only informed if an application has been accepted or rejected, we are not told what percentage uplift will be applied. The exams team will email you with an update on when the application was made on your behalf and if it was accepted or rejected. Applications will be made at the end of the summer exams.