



KWETB Compassionate Consideration Policy & Assessment Deferrals

Principal/Coordinator/Manager must communicate this policy to all staff and learners.

Sometimes learners experience personal events which may have an impact on their ability to participate in an assessment.

When this type of event occurs, a learner can apply for compassionate consideration if they feel that it has affected their assessment performance or preparation.

Examples of circumstances where a learner may apply for compassionate consideration:

- A physical injury during a period of four to six weeks before the assessment
- Emotional trauma during a period of four to six weeks before the assessment
- A physical disability or chronic disabling conditions such as epilepsy, glandular fever or other incapacitating illness which prevented participation in the scheduled assessment
- Recent bereavement of a close family member or friend
- Severe accident
- Domestic crisis
- Terminal illness of a close family member
- Other extenuating circumstances

In these circumstances, a learner may apply to defer the assessment: i.e. to complete the assessment activity on another occasion or submit assessment materials on an alternative date.

These examples are circumstances which are unlikely to be considered valid criteria for Compassionate Consideration

- Typical symptoms associated with examination stress
- Minor illnesses such as common cold
- Holidays
- I.T. or computer failure (excluding during an exam)
- Where English is not the first language of the assessment candidate (This issue falls under the Reasonable Accommodations Policy).

When considering an application for compassionate consideration, fairness to the learner and all other learners must be the overriding principle.

Granting the compassionate consideration must be based on evidence provided by the Learner regarding the extenuating circumstances.

The Principal/Coordinator/Manager or course provider will make the decision. The Principal/Coordinator/Manager or course provider may consult with members of the School or Centre Team or FET Management or TSO concerning individual cases.

Processing Applications for Compassionate Considerations

Procedure for dealing with requests for compassionate consideration:

1. When a learner requests compassionate consideration, ask them to complete an application for compassionate consideration.
2. Talk to the Learner to gather more information if necessary, including requesting medical certificates or other evidence.
3. Review the application considering:
 - a. The severity of the circumstances
 - b. The nature of the assessment activity
 - c. The quality of past achievement of the Learner.
4. The Principal/Coordinator/Manager will make a decision based on the information received.
5. Record the decision and sign off on it in the application form. **Decision needs to be made promptly and ideally within 3 working days from receipt of application.**
6. Communicate the decision to the learner and Teachers/Tutors/Trainers/Instructors/Assessors.
7. Arrange an alternative opportunity for the Learner to complete the assessment, including the provision of an alternative examination paper/assessment brief to ensure the validity and reliability of the assessment. Assess under the same circumstances as the previous instance of the assessment. Assign an examination supervisor/invigilator as necessary.
8. Adjust the centre/school Assessment Plan/Schedule/Course assessment plan F11'2 accordingly.
9. File all documentation in the Learner's file.
10. Record the instance(s) of Compassionate Consideration applied for and granted (without reference to personal details) on the Internal Verification Form for the period in question.
11. **In some cases, the granting of compassionate consideration may lead the assessment pieces being deferred to the next assessment period. In these cases, the learner must be made aware of when the evidence will be assessed, and when the work will be submitted for certification. It is critical that this information is communicated particularly in cases where applications to the CAO process may be impacted.**

FORM: COMPASSIONATE CONSIDERATION APPLICATION FORM

Part A: To be completed by a learner applying for compassionate consideration in respect of extenuating circumstances.

Centre/School/College Name:

Learner Name:

Course/Programme (including Award Code e.g 5M2009):

Module name (including Award Codes e.g. 5N2135):

Name(s) of associated Teacher(s)/Trainer(s)/Tutor(s)/Instructor(s):

Type of Assessment (tick where applicable):	Examination	<input type="checkbox"/>	Project	<input type="checkbox"/>
	Skills Demonstration	<input type="checkbox"/>	Learner Record	<input type="checkbox"/>
	Assignment	<input type="checkbox"/>	Collection of Work	<input type="checkbox"/>

Assessment due dates:

Reason(s) for requiring compassionate consideration:

Supporting evidence/ documentation provided: Yes No

Learner Declaration:

I request compassionate consideration in relation to the above named assessment on the grounds described above. I confirm I have read and understood KWETB's policy on compassionate consideration:

Signature of Learner:

Date:

Part B: (for Official Use): To be completed by the Programme Coordinator/Principal/Manager

TSO/Programme Coordinator/Principal/Manager's Name:

Receipt date of application:

Teacher/Trainer/Tutor/Instructor Name(s):

Application prior to or after the assessment activity/deadline:

Prior to:

After:

Criteria	Details
Application from Learner	
Details of extenuating circumstance and severity of circumstance	
Relevant supporting evidence/documentation provided	

Date of Decision:

Outcome:

Granted:

Declined:

If granted, details of extended deadline/new schedule:

Is there a requirement to defer the assessment to the next assessment period?

Yes No

If yes, assessment period deferred to: _____

If application is denied, and reason for decline:

DECLARATION

I confirm that:

- A meeting with staff concerned to discuss the application for Compassionate Consideration has taken place
- There is sound evidence to grant or decline the application for Compassionate Consideration based on the criteria above
- If granted, the Compassionate Consideration will not give the Learner in question an unfair advantage over other candidates for assessment

I will inform the Learner in writing of the decision regarding their application for Compassionate Consideration.

Signed (Principal/Coordinator/Manager):

Date:

All data processed by KWETB is handled in full compliance with current data protection legislation, including, but not limited to, E.U. regulation 2016/679 General Data Protection Regulation (GDPR).