



Application for Special Consideration

PLEASE REFER TO APPENDIX 2 (Section 4) OF THE ESOL HANDBOOK FOR CENTRES OR THE SKILLS FOR LIFE ADMINISTRATION INSTRUCTIONS AND REGULATIONS AND PAGE 4 OVERLEAF BEFORE COMPLETING THIS FORM.

FOR SKILLS FOR LIFE PLEASE ENSURE THAT YOU USE A SEPARATE FORM FOR EACH MODE THAT THE CANDIDATE IS ENTERED FOR

Section A

Examination Title		Syllabus Number		Paper(s) Affected	
Year		Date of exam:		Session (or week number)	
Centre Number		Centre Name			
Contact name and telephone/fax number and/or email address (in case further details are required)					

Section B Candidate details

Individual candidate: Candidate number: <input style="width: 100%;" type="text"/> Candidate name: <input style="width: 100%;" type="text"/>	OR	If more than one candidate is affected, please supply candidate numbers below: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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GENERAL NOTES FOR COMPLETING THE APPLICATION FOR SPECIAL CONSIDERATION.

This form is intended for candidates who were affected before or during an examination by adverse circumstances for which Special Arrangements were not appropriate or possible. Examples include illness, bereavement, or circumstances affecting the conditions under which the examination was taken. Special Consideration may also be appropriate for candidates who were disabled at the time of the examination, but for whom Special Arrangements were not in place or were not satisfactory or adequate.

Supporting evidence should accompany the form. Please ensure that the information relevant to the application is clear.

The application should be sent to the Cambridge ESOL Scheduled Processing Unit (Special Circumstances), Cambridge Assessment, 1 Hills Road, Cambridge CB1 2EU immediately after the examination. For YLE, the form should be sent with the candidates' answers.

PLEASE REFER TO PAGE 4 FOR GUIDANCE ON COMPLETING PAGES 1, 2 AND 3.

[Please turn over

FOR OFFICE USE ONLY

Awarders' Recommendations and Initials

Action

Section C Type of application (please tick (✓) the relevant box)

Candidate(s) present but disadvantaged <input type="checkbox"/>	If candidates were disadvantaged during the written papers or the Speaking test please go to Section D
	If candidates were disadvantaged during the Listening test please go to Section E
	If candidates were disadvantaged during the Skills for Life Speaking and Listening mode go to Section E.

OR

Candidate(s) absent with good reason* <input type="checkbox"/>	Please give details (including which paper or mode was missed) below:
	(Empty space for details)
* Please refer to the Cambridge ESOL Handbook for Centres – Appendix 2 (Section 4.3) or the Skills for Life Administration Instructions and Regulations for a list of acceptable reasons.	Supporting evidence enclosed? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D Reasons for Application (for candidates who were present but disadvantaged only). Please supply as much information as possible and refer to notes on completing Section D on page 4 and examples on pages 5 – 7.

Supporting evidence enclosed? Yes <input type="checkbox"/> No <input type="checkbox"/>

NB Please remember to complete Section F.

Section E Problems during the Listening test

Please complete Parts 1, 2 and 3 by ticking the most relevant box. Then provide a detailed description of the problem in Part 4, giving as much information as possible. Please refer to example on page 8 for assistance.

1) Nature of problem (please tick one box)

External Noise	
Disruption/disturbance in room of examination	
Mechanical problem	
Acoustic problem	
Other	

2) Duration of problem (please tick one box)

Momentary	
Affecting 2-3 questions	
Affecting 1-2 parts	
Affecting whole Listening test	
Affecting whole Listening section (Skills for Life only)	

3) Severity of problem (please tick one box)

Minor (e.g. slight echo, faint external noise)	
Moderate (e.g. echo, volume too low, distortion)	
Severe (e.g. serious distortion, loud external noise)	

4) Please provide a detailed description of the problem

Section F Declaration

To the best of my knowledge the information provided on this form is accurate and **I support unreservedly** the application for Special Consideration.

Name of Centre Exams Manager (in block capitals)			
Signature		Date	

NB This declaration should ONLY be signed by the Centre Exams Manager. IF s/he supports the application and is satisfied that there are grounds for Special Consideration.

GUIDANCE FOR COMPLETION OF PAGES 1 TO 3 (SECTIONS A TO E)

SECTION A

Please complete this section as accurately as possible. **Examples of correctly completed Special Consideration application forms can be found on pages 5 to 8.** It is sometimes necessary to contact centres for further information in order to be able to process applications for Special Consideration. Please give up to date contact information to help us do this, **bearing in mind times when the centre may be closed for holidays.** We may not be able to process your case if we are unable to get the information we require.

SECTION B

If the adverse circumstances affected one candidate, please supply the candidate's name and number. If more than one candidate was affected, please supply the numbers of **all candidates affected.** **If an application originates in complaints from a (group of) candidate(s), ensure that the numbers of all candidates affected are included in the application, not just the numbers of those who complained.** Note that we cannot apply Special Consideration after the results have been sent out. If candidates not included in the original application receive their results and then state that they were also disadvantaged we cannot take any action.

SECTION C

Please complete as follows:

Candidate(s) completed all papers; 'present but disadvantaged'.

Candidate(s) missed part of one paper or part of more than one paper: 'present but disadvantaged' (please give details of length of absence(s) in Section D).

Candidate(s) missed the whole of one paper (please specify which paper was missed): 'absent with good reason'. If a candidate missed more than one paper then a request for a refund can be made by writing to esolentries@cambridgeesol.org. Please see the Cambridge ESOL Handbook – Appendix 2 (Section 4) or the Skills for Life Administration Instructions and Regulations for more information.

SECTION D

NB These examples are not intended to be comprehensive, but to give an indication of the types of information and the degree of detail required.

(i) Adverse conditions in the exam room (e.g. noise, *unreasonable* heat or cold).

Indicate which papers were affected, how serious the effect was and how long the problem lasted. Please also supply venue details (full postal address) for the room(s) involved.

(ii) Adverse conditions during a Listening test (e.g. internal/external noise, equipment failure, poor acoustics).

Indicate the severity and duration (in terms of the number of items/parts of the test) of the disruption, and include a room plan, including the location and height of the CD player and/or loudspeakers. Again, please supply full venue details.

(iii) A medical problem (supporting evidence for which should accompany the application).

Indicate as far as possible

-the effect of the problem on the candidate's capacity to perform to the best of his/her ability.

-the duration of the problem, including which papers were affected.

-if Special Arrangements were in place:

if yes, state if they were satisfactory and adequate (and the degree of disadvantage if not).

if no, state how seriously the candidate was disadvantaged.

(iv) A disability not previously notified

Indicate

-if emergency Special Arrangements (e.g. use of headphones for hearing impaired candidates, or extra time in the Speaking test for a candidate with a speech defect) were in place:

if yes, state if they were satisfactory and adequate (and the degree of disadvantage if not).

if no, state how seriously the candidate was disadvantaged.

-in the case of a candidate with a speech defect, the extent to which the candidate's partner in the Speaking test was disadvantaged.

SECTION E

Please complete as outlined, giving as much detail as possible.

SECTION F

Centre Exams Manager should only submit applications for Special Consideration if they are satisfied that there are genuine grounds for doing so (see the Cambridge ESOL Handbook for Centres – Appendix 2 (Section 4) or the Skills for Life Administration Instructions and Regulations for a list of acceptable reasons). Please contact the Cambridge ESOL Scheduled Processing (Special Circumstances) for further assistance if required.

Cambridge ESOL Scheduled Processing (Special Circumstances)
Cambridge Assessment
1 Hills Road
Cambridge CB1 2EU

Tel: +44 (0)1223 553491
Fax: +44 (0)1223 553038

For any other queries contact the Helpdesk
Tel: +44 (0)1223 553997
Fax: +44 (0)1223 553621
e-mail: ESOLHelpdesk@cambridgeesol.org

EXAMPLE - PARTIALLY ABSENT CANDIDATES

Section C Type of application (please tick (✓) the relevant box)

Candidate(s) present but disadvantaged	<input type="checkbox"/>	<p>If candidates were disadvantaged during the written papers or the Speaking test please go to Section D</p> <p>If candidates were disadvantaged during the Listening test please go to Section E</p> <p>If candidates were disadvantaged during the Skills for Life Speaking and Listening mode go to Section E.</p>
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OR

Candidate(s) absent with good reason*	<input checked="" type="checkbox"/>	<p>Please give details (including which paper or mode was missed) below:</p> <p>The candidate was ill on the day of the FCE Speaking test and therefore was unable to attend this part of the exam. As this was the last day of the speaking test session, no other arrangements could be made.</p>
<p>* Please refer to the Cambridge ESOL Handbook for Centres – Appendix (Section 4.3) or the Skills for Life Administration Instructions and Regulations for a list of acceptable reasons.</p>		<p>Supporting evidence enclosed? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

Section D Reasons for Application (for candidates who were present but disadvantaged only). Please supply as much information as possible and refer to notes on completing Section D on page 4.

Supporting evidence enclosed? Yes <input type="checkbox"/> No <input type="checkbox"/>

NB Please remember to complete Section F.

EXAMPLE – FULLY ABSENT CANDIDATES REQUIRING REFUNDS

Section C Type of application (please tick (✓) the relevant box)

Candidate(s) present but disadvantaged	<input type="checkbox"/>	<p>If candidates were disadvantaged during the written papers or the Speaking test please go to Section D</p> <p>If candidates were disadvantaged during the Listening test please go to Section E</p> <p>If candidates were disadvantaged during the Skills for Life Speaking and Listening mode go to Section E.</p>
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OR

Candidate(s) absent with good reason*	<input checked="" type="checkbox"/>	<p>Please give details (including which paper or mode was missed) below:</p> <p>Candidate missed papers 1 – 3 of the FCE examination due to illness.</p>
<p>* Please refer to the Cambridge ESOL Handbook for Centres – Appendix (Section 4.3) or the Skills for Life Administration Instructions and Regulations for a list of acceptable reasons.</p>		<p>Supporting evidence enclosed? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

Section D Reasons for Application (for candidates who were present but disadvantaged only). Please supply as much information as possible and refer to notes on completing Section D on page 4.

Supporting evidence enclosed? Yes <input type="checkbox"/> No <input type="checkbox"/>

NB Please remember to complete Section F.

EXAMPLE – PRESENT BUT DISADVANTAGED CANDIDATES FOR WRITTEN PAPERS**Section C Type of application (please tick (✓) the relevant box)**

Candidate(s) present but disadvantaged <input checked="" type="checkbox"/>	If candidates were disadvantaged during the written papers or the Speaking test please go to Section D
	If candidates were disadvantaged during the Listening test please go to Section E
	If candidates were disadvantaged during the Skills for Life Speaking and Listening mode go to Section E.

OR

Candidate(s) absent with good reason* <input type="checkbox"/>	Please give details (including which paper or mode was missed) below:
* Please refer to the Cambridge ESOL Handbook for Centres – Appendix (Section 4.3) or the Skills for Life Administration Instructions and Regulations for a list of acceptable reasons.	Supporting evidence enclosed? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D Reasons for Application (for candidates who were present but disadvantaged only).
 Please supply as much information as possible and refer to notes on completing Section D on page 4.

<p>At the beginning of CAE (Paper 1 Reading) there was excessive noise due to building work opposite the venue. This noise was greater than could reasonably be expected and candidates' concentration was affected.</p> <p>The noise continued for the duration of the paper. Our centre had not been informed of any work by the venue and so could not have foreseen this problem.</p>
Supporting evidence enclosed? Yes <input type="checkbox"/> No <input type="checkbox"/>

NB Please remember to complete Section F.

EXAMPLE – PRESENT BUT DISADVANTAGED CANDIDATES FOR LISTENING PAPERS

Section E Problems during the Listening test

Please complete Parts 1, 2 and 3 by ticking the most relevant box. Then provide a detailed description of the problem in Part 4, giving as much information as possible.

1) Nature of problem (please tick one box)

External Noise	
Disruption/disturbance in room of examination	
Mechanical problem	<input checked="" type="checkbox"/>
Acoustic problem	
Other	

2) Duration of problem (please tick one box)

Momentary	
Affecting 2-3 questions	<input checked="" type="checkbox"/>
Affecting 1-2 parts	
Affecting whole Listening test	
Affecting whole Listening section (Skills for Life only)	

3) Severity of problem (please tick one box)

Minor (e.g. slight echo, faint external noise)	
Moderate (e.g. echo, volume too low, distortion)	
Severe (e.g. serious distortion, loud external noise)	<input checked="" type="checkbox"/>

4) Please provide a detailed description of the problem

<p>During the CAE listening Test, Part 3, the CD began skipping around. The Invigilator stopped the CD, cleaned it and replaced it, after which track 3 would not play at all. After trying another player with same results, it became apparent that the CD was the source of the problem (all sound equipment was brand new and had been tested properly). Candidates were told to close their papers and wait in silence for 15 minutes until the other exam was finished and the back-up CD became available. Track 3 was then played from the beginning.</p>

Section F Declaration

To the best of my knowledge the information provided on this form is accurate and **I support unreservedly** the application for Special Consideration.

Name of Centre Exams Manager (in block capitals)			
Signature		Date	

NB This declaration should ONLY be signed by the Centre Exams Manager IF s/he supports the application and is satisfied that there are grounds for Special Consideration.