

## Special Consideration

IBSL's policy on requests for Special Consideration can be found in the Centre Handbook, and in the website, and is also available as a stand-alone document.

Special Consideration requests must be made to IBSL using the relevant form for which an example can be downloaded from the website. All requests must be supported by other documentary evidence, such as medical notes, explanations or descriptions of the circumstances etc.

There are strict timescales applying to Special Consideration requests; these must be submitted to IBSL within 10 working days of the assessments having taken place. Examples of requests for Special Consideration may include (all these circumstances have happened):

- The ceiling of the assessment room (in an annexe) collapsing during a violent rainstorm;
- The learner suffering a disabling illness (such as an heart attack) during the assessment;
- Learners prevented from accessing the assessment Centre due to road closures imposed by police or other emergency authorities, or due to a terrorist outrage;
- Assessments being disrupted by disturbances in adjoining classrooms or in the location;
- Learners becoming temporarily indisposed before the assessment (i.e. falling so ill that s/he is in no fit state to be assessed).

Requests for Special Consideration **must** be received by IBSL before the results of the assessments are issued to the Centre or learners.