

November 2020



EXAMINATIONS HANDBOOK

Standard Operating Procedure 06

Mitigating Circumstances

Amendments and date of issue

Amendments to this Standard Operating Procedure (SOP) can be authorised only by the Chair of the Qualifications Board in consultation with that Board and the Examinations Committee.

This issue is 2020 version 1 and is dated November 2020.

Register of amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020

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Mitigating circumstances

1. In certain circumstances it is the policy of the Institute to allow Candidates to receive special consideration due to personal extenuating circumstances. This would be for exceptional, short term events which are outside a Candidate's control and have a negative impact upon their ability to prepare for or take (sit) a scheduled written or practical examination.
2. Candidates must apply for special consideration as soon as they become aware of a potential issue, and at least 10 working days before the examination date. An application for special consideration must be accompanied by appropriate and independent medical or other evidence.
3. If an event occurs within the 10-day limit, which is unforeseen and unpreventable, late authorisation can be applied for, either as special consideration or retrospectively via the appeals process (see **SOP 7**). An example might be a physical accident on the day of the examination.
4. In this case, as well as appropriate and independent medical or other evidence, the application must also clearly explain the reason why it was not submitted by the deadline. It must also be supported by the Course Director.
5. All applications for special consideration must be made in writing to the Examinations Officer, either via the Course Director or, exceptionally, the Chief Examiner. Applications for special consideration will be forwarded to the Qualifications Board for decision.
6. Any special consideration:
 - Must treat Candidates fairly.
 - Must not invalidate the assessment requirements set out in the specification for the relevant qualification.
 - Must require Candidate to fully meet the assessment requirements.
 - Must not give any of the Candidates an unfair advantage compared to Candidates for whom special considerations are not being made.
 - Must maintain the relevance, reliability, and comparability of the assessment.
7. Candidates who miss one or more examination(s) as a result of an illness or an accident must notify the Institute as a matter of urgency with immediate effect, and must produce supporting documentation, for example medical evidence, as soon as possible and no later than **TWO** weeks after the first examination missed.
8. Should special consideration be granted Candidates must normally wait to re-sit examinations at the next available opportunity. In these circumstances, the examination missed will not count as one of the Candidates' consecutive attempts at that examination.