

## SPECIAL CONSIDERATIONS POLICY

Special consideration is any adjustment given to a student who has temporarily experienced an illness or injury, or other event outside of their control at the time of the exam, that significantly affects their ability to take the exam or their ability to show their knowledge and understanding in the assessment. Special consideration is only for things that happen immediately before or during an exam that have a material impact on the student's ability to take the exam or on their performance. To be eligible for special consideration, students must have completed the whole course and would have been fully prepared if not for temporary illness, injury, or another uncontrollable event. A special consideration may be for an individual (e.g. a student becomes ill on the day of the exam) or a group of students (e.g. an exam is interrupted by a natural disaster).

Students may be eligible for special consideration if:

- Their performance on the exam is adversely affected by an event outside of their control. This may include temporary illness, temporary injury, bereavement, or exam room conditions
- Reasonable adjustments which were agreed to in advance of the exam proved to be inappropriate or inadequate
- The application of special consideration would not make a passing result and certificate misleading about the student's ability to satisfy the qualification's assessment criteria

### Applying for special consideration

If a student has taken an exam, or their exam is quickly approaching, and they feel that they have a temporary injury or illness, or other uncontrollable event that has interfered with their ability to complete the exam, they should please contact Foni Pollitt, [foni@mayfairlane.com.au](mailto:foni@mayfairlane.com.au) as soon as possible. **Foni T Pollitt Wine Educator** will provide them with a Special Consideration Application Form, which must be completed and returned with supporting documentation within 5 working days after the effected exam. The information a student submits will be shared with WSET and will be handled under WSET's Privacy and Data Protection Policy.

If there has been a serious disruption during an exam affecting a group of students, **Foni T Pollitt Wine Educator** will submit a detailed report of the circumstances and candidates affected to WSET to request special consideration.

**Foni T Pollitt Wine Educator** will keep records of all applications for special consideration.