

ROYAL ACADEMY OF DANCE

Special Consideration policy and procedure

Overview

A Special Consideration is a **post-assessment adjustment** for a candidate who was prepared for and present at an assessment, but who may have been disadvantaged by adverse circumstances that arose immediately before (i.e. after the closing date), or at the time of the assessment.

Special Consideration is given when the Awarding Organisation, at its discretion, believes that the adverse circumstances are likely to have materially impacted the candidate's ability to a) take the assessment or b) fully demonstrate their level of attainment in the assessment.

RAD's assessments are a measure of what a candidate can demonstrate at one moment in time. The application of Special Consideration must not be misleading in regards a candidate's achievements. In order to maintain the integrity of the assessment therefore, only minor adjustments can be made.

1. Awarding a Special Consideration

Any decision to award special consideration will be based on a number of factors, which may vary from candidate to candidate and from one assessment to another. These factors may include the nature and severity of the circumstances and the date of the assessment in relation to the circumstances.

- 1.1 Each Special Consideration case is evaluated and the outcome is determined on an individual basis. Such outcomes might include but are not limited to:
 - The awarding of a small amount of additional marks (i.e. Special Consideration marks).
 - An offer to re-take the assessment.
 - An offer to re-take the assessment in a different format (e.g. filmed assessment).
- 1.2 Examples of adverse circumstances that are likely to be considered for special consideration are:
 - Illness or bodily injury occurring immediately before the assessment (i.e. after the closing date) or during the assessment.
 - Serious disturbance or disruption during the assessment such as a fire alarm or power failure.

- Recent bereavement or terminal illness of a member of the candidate's family, household, teacher or pet.
- 1.3 Special Consideration is unlikely to be given where the following circumstances apply:
- disability or injury which was known before the closing date.
 - minor disturbance in the assessment room caused by another candidate, such as bad behaviour.
 - failing to attend the assessment at the correct time.
 - in relation to the facilities, environment, and/or pianist provided at an AEC (Approved Exam Centre) as these are not the responsibility of the RAD.
- 1.4 Due to the high level of the Solo Seal exam, should an adverse circumstance occur during assessment, the candidate is recommended to speak directly to the Examinations Customer Service team so that options may be discussed.
Strictly no changes will be made to marks awarded for a Solo Seal exam.
- 1.5 The RAD's decision on whether to award Special Consideration is final and there is no appeal process.

2. How special consideration is applied

Applications for Special Consideration most often result in a change of marks or an offer to re-take the assessment. Should such a Special Consideration be applied the RAD will process it as follows:

- Change of marks - the amount of any adjustment to marks as a result of Special Consideration will be shown as a separate mark on the candidate's result form (i.e. Special Consideration mark section).
- A free re-take – Examinations Customer Service will advise how a new RAD Online Exam Entry should be created. A live in-person re-take should be completed during the next session, and a filmed re-take should be completed within 3 months from the original assessment date.
- A free re-take in another format – Examinations Customer Service will advise how a new RAD Online Exam Entry should be created. A filmed re-take should be completed within 3 months since the original assessment date.

3. Application procedure

- 3.1 A teacher, parent/guardian, or candidate (if over 18) may apply for Special Consideration using the [Special Consideration Application Form](#), available from RAD offices and main RAD website.

- 3.2 Only applications made on the official Special Consideration Application Form will be accepted. **Application forms should only be completed in English** (please contact your local office should you need support).
- 3.3 **Applications may only be submitted after the assessment has taken place and must be received by Examinations Customer Service within 5 working days of the assessment date.** The RAD reserves the right to reject applications received after this time. Application for Special Consideration will not normally be considered after results have been received.
- 3.4 A separate form should normally be used for each candidate; however, in cases where a group of candidates has been disadvantaged by one event (e.g. a fire alarm), one form may be used with a list of candidates who have been affected, along with their respective level and assessment date/time.
- 3.5 Applicants should clearly state on the form the basis of the application and not merely refer to supplementary documentation.
- 3.6 The completed form, together with any supporting medical documentation¹, should be returned to Examinations Customer Service directly.
- 3.7 **Any supporting medical evidence or other personal data must be submitted as separate documents.** All such documentation will then be deleted as soon as possible in accordance with the UK Data Protection Act 2018 and the UK GDPR. If applicants supply a form and medical evidence as one document, they may be asked to re-submit them separately.

Under no circumstances should any forms and/or medical documents be given directly to the examiner.

- 3.8 Should amendments or further clarification of the submission be required the applicant must respond within a further **5 working days**. Failure to do so will result in the application being closed and no Special Consideration applied to the assessment.

4. Other information

- 4.1 Special consideration is not generally appropriate for candidates whose illness or injury was known about at the time of entry. In this event, a teacher or candidate would be expected to apply for a Reasonable

¹ Medical documentation may or may not be necessary/relevant depending on the basis of the application.

Adjustment or Examiner Awareness, or to defer their entry to the following session.

- 4.2 Should a candidate elect to withdraw from the assessment and apply for compensation as outlined in the [RAD Specifications](#), they will no longer be eligible to apply for Special Consideration and no result or certificate will be issued.
- 4.3 If adverse circumstances occur immediately before the assessment (i.e. after the closing date), but at least 5 working days prior to the assessment, candidates should submit a Reasonable Adjustment application or an Examiner Awareness request.
- 4.4 Special Consideration cannot be given to candidates for parts of assessments that were not completed. This is because RAD assessments are single unit qualifications and candidates can only be assessed on the performance given at the time. If a candidate is unable to complete an assessment, marks for the missed sections cannot be awarded, nor can generic marks be awarded for performance and music when they relate to the missed sections. With the exception of Grade 8, Advanced 1, and Advanced 2 (where all sections must be passed in order to gain an overall pass), candidates may still be able to pass an incomplete assessment provided that the total marks reach the minimum required.
- 4.5 Prior approval of a Reasonable Adjustment or Examiner Awareness does not infer that a Special Consideration will also be awarded.
- 4.6 The RAD may choose to apply Special Consideration to a candidate or candidates unilaterally on the basis of evidence it has received independently. In this circumstance no Special Consideration Application Form is required.

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