

Guidance notes for completion of Special Consideration application form

Please read these notes carefully in conjunction with the **ifs** Special Consideration policy. If you do not have a copy of the document please visit www.ifslearning.com/qualifications/regulations_and_policy_forms or email us at fcexams@ifslearning.ac.uk.

Section 1 - Contact details

Note 1 – ifs number

This number can be found on the examination register and most correspondence from the **ifs** School of Finance. The number is prefixed by CS.

Note 2 – Date of birth

The student date of birth must be included on the form so that we are able to confirm the identity when processing your request.

Section 2 – Special consideration request

Note 3 – Exam details

Details as to the qualification, module and exam number to which this special consideration claim relates to can be found on various letters/emails connected with the exam including the attendance register.

Note 4 – Circumstances for consideration

Please describe briefly the circumstances that have led to your application for special consideration.

The **ifs** recognises two major categories of circumstances that may form the basis for a claim for special consideration in cases where the student sat the assessment, further details can be found in the **ifs** Special Consideration Policy.

- Circumstances arising from aspects of the assessment process that are under the control of the **ifs**, eg disruption within the assessment room, incorrect information supplied to the student, technical difficulties with the e-testing technology. Such details should also be recorded on a Conduct of Examination Form.
- Circumstances which, whilst affecting the student's ability to perform to the best of his/her ability are nonetheless beyond the control of the **ifs**, eg accident, sudden illness on the day of the assessment, recent bereavement, external events with severe unforeseen impacts. Each individual request for special consideration under this paragraph must be supported by appropriate independent evidence (eg from a doctor, specialist, employer, school) as appropriate, supplied to the **ifs** itself by or on behalf of the student.

Note 5 – Evidence

Each request for special consideration must be supported by independent evidence.

The following are some of the types of evidence we will accept:

- For a medical condition, a medical certificate/letter from your doctor or specialist.
- For disturbance during the examination, an Examination Conduct Form must be completed and returned.

Except where a Conduct of Examination form is submitted by the invigilator, the **ifs** is not responsible for obtaining any evidence but if you are not sure what to send we will provide advice on evidence that is acceptable. Please email us at fcexams@ifslearning.ac.uk for further information.

Section 3 – Declaration

A simple declaration is included at the end of the form to confirm that the information that has been given is correct and true.

Note 8 – Signature

The registered examination officer must sign the application form. Forms that are not signed will be rejected and returned.

Please submit your completed application form to:

FE Operations
ifs School of Finance
IFS House
4 – 9 Burgate Lane
Canterbury
Kent CT1 2XJ
United Kingdom