

## **Policy for Candidates Requiring Special Consideration**

### **Introduction:**

Cograpes, as an Approved Program Provider for WSET, recognises that there may be circumstances where a candidate may need to request special consideration after an assessment, due to circumstances which may have unfairly disadvantaged the candidate.

### **Definitions:**

Special consideration is an action taken after an assessment to allow candidates who have been disadvantaged by temporary illness, injury, indisposition or adverse circumstances at the time of the assessment to demonstrate attainment.

### **Scope:**

A candidate may be eligible for special considerations if:

- performance in an examination is affected by circumstances beyond the control of the candidate. This may include recent personal illness, accident, bereavement or examination room conditions.
- alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate.
- the application of special consideration would not mislead the end-user of the certificate.

### **Responsibilities:**

#### **Candidate Responsibilities:**

- Candidates must notify WSET in writing within seven days of the examination date where special consideration is being requested, using the Request for Special Consideration Form.
- Eligibility will only be considered if accompanied by supporting independent documentation.
- Candidates should note that failure to attend examinations due to work commitments does not qualify a candidate for "Special Consideration".

#### **Cograpes Responsibilities:**

- Cograpes will provide guidance and assistance to candidates who intend to request

Special Consideration, including providing them with the Request for Special Consideration Form, and advising of the deadline for submission.

- In cases of serious disruption during the examination, the Examinations Officer will submit a detailed report of the circumstances and candidates affected to the Examinations Administrator at WSET.
- This report must be returned with the completed examination papers.

**WSET Responsibilities:**

- Where a candidate is unable to attend an examination due to recent personal illness, accident or bereavement, WSET will endeavour to transfer the candidate to an alternative examination date at no extra cost.

**Further Information:**

It should be noted that WSET does not offer aegrotat awards and that all assessment requirements of WSET qualifications must be met.

It is also WSET policy that special considerations will not give unfair advantage over candidates for whom special considerations are not being applied or alter the assessment demands of the qualification as detailed in the qualification Specification.