ACT EDUCATION

SPECIAL CONSIDERATION POLICY

All ACT assessments and assignments

INTRODUCTION

The Association of Corporate Treasurers (ACT) is the only professional treasury body with a Royal charter. We are committed to providing high quality qualifications and assessment practices with supporting policies that are transparent and free from bias.

In this regard, ACT is willing to review requests for special consideration for candidates who have not been able to perform to their potential due to unforeseen or extenuating circumstances immediately prior to or during the sitting or submission of their assessment(s).

Please note that if a candidate has a long-term condition that is likely to affect their on-going ability to meet the assessment criteria, they should make a request for reasonable adjustment at the same time as they book their assessment(s). This is covered by the Reasonable Adjustment Policy, which is available separately. We are unable to apply reasonable adjustments retrospectively as special consideration.

ACT POLICY AND EXAMPLES OF SPECIAL CONSIDERATION FOR ASSESSMENTS

Requests for special consideration should be made only in extenuating circumstances as students are expected to plan ahead and prepare for their assessments. Pressure of work is not considered to be an extenuating circumstance.

If unforeseen events happen, such as an acute illness, accident or bereavement, or an unforeseen event disrupts the examination, then with the appropriate evidence, ACT will consider applications for special consideration towards the overall score achieved.

With your permission, any third-party evidence to support your request will be kept by the ACT. The information you provide will be used only for the purposes of determining the special consideration and will not be disclosed to any third party without your consent. We will keep this information no longer than is reasonably necessary.

The ACT is guided by the Joint Council for Qualifications' (JCQ) policy on special consideration, and uses it as the benchmark to ensure consistency and fairness is applied throughout the process. In line with this policy, the ACT will apply a maximum of 5% to the result, based on a review of the evidence provided and the impact upon the candidate. Each application is treated on a case by case basis provided that evidence is supplied upon request. Examples of special consideration can include, but are not limited to:

- Extenuating circumstances such as noise disturbance throughout an exam
- An illness on the day of your exam, provided that acceptable medical evidence is supplied.
- Major surgery at or near the time of your examination.
- Minor upset arising from administrative problems, such as wrong time allocated

If the Director of Education and Membership feels the issues experienced by a candidate are of an unusual and extreme nature, then the ACT may wish to carry out additional reviews to those stipulated in the JCQ guidelines.

PROCESS FOR SPECIAL CONSIDERATION FOR ASSESSMENT

Requests for special consideration should be submitted to the ACT Assessment team at assessment@treasurers.org within 21 days of their exam and/or assignment date.

If your request relates to extenuating circumstances that have affected you personally, you are required to obtain some supporting third-party evidence, preferably a doctor's certificate, and submit this with your request. Ideally, this evidence should stipulate how your ability to perform in the assessment(s) was affected. If candidates need to pay to obtain this evidence, this payment is the candidate's responsibility. ACT is unable to cover these costs. You will be required to send this evidence with your email, providing a short reason for the special consideration.

If, by exception, you take your exam with others in an invigilated exam room and your request relates to extenuating circumstances that have affected you and other candidates in an exam room, you should make your concerns known to the invigilator so that they can be noted in their report. This report will be consulted to corroborate any claims in relation to group complaints

All applications will be handled by the Assessment team at the ACT. The Director of Awarding Body will make the final decision whether to award special consideration, as per our internal guidelines. The Assessment team may require further evidence and will contact candidates should this be necessary. All decisions made are final. Should a candidate wish to appeal their overall grade they can do so by following the process outlined in our Appeals Policy.

NB: Any claim for special consideration that is related to an exam sitting e.g., noise, technical issues, must be corroborated by the Invigilator/Remote proctor report.

Copies of all ACT's policies in relation to assessment can be found on the ACT's website at https://academy.treasurers.org/assessment/policies

To find all the resources needed to take your assessment successfully and support any post-assessment queries you may have, please visit our website at: learning.treasurers.org/assessment

If you have any questions regarding your assessments, please contact us at assessment@treasurers.org.