

Rt. Hon. Desmond Swayne TD MP
Lord Commissioner
House of Commons
London SW1A 0AA

17 May 2013

20/5

Dear Mr Swayne,

Re: Jacob ~~Renouf~~

Thank you for your letter of 7 May regarding the queries raised with you by the parents of Jacob ~~Renouf~~.

I was sorry to learn of the difficulties that Jacob is experiencing. I can confirm that in circumstances such as these there are several options available during the exam period.

If Jacob has an episode just before an exam, and he is then able to sit that exam, the school can request special consideration. We will then apply a small adjustment to the raw mark in accordance with guidelines which are common to all GCSE exam boards. I enclose a copy of these guidelines, which are published by the Joint Council for Qualifications and can also be found on our website (<http://www.aqa.org.uk/exams-administration/special-consideration>).

If Jacob is unable to sit the exam, and he has completed at least 50% of the total assessment, then we can calculate a subject grade based on his achievements in the other units for that subject.

Alternatively, if Jacob is unable to sit the exam at the published time, the school can apply for a timetable variation so that he can sit the exam in the afternoon or the following morning. This provision includes a supervision requirement. A timetable variation cannot extend to more than 24 hours after the published exam time, since more than this time period would compromise the security of the examination; it would also place a considerable burden of responsibility on those supervising the student.

I appreciate that the school may wish to discuss this in more detail before Jacob's exams next year and would therefore suggest that the exams officer at ~~XXXXXX~~ School contacts our Special Requirements section on 01483 477884.

I wish Jacob every success in his examinations next year.

Yours sincerely,

