

**APPLICATION FOR  
SPECIAL CONSIDERATION  
- Form SC1**



**The National Examination  
Board in Occupational  
Safety and Health**

Dominus Way  
Meridian Business Park  
Leicester LE19 1QW

telephone 0116 263 4700  
fax 0116 289 6579  
www.nebosh.org.uk

**(by the course provider  
on behalf of a candidate)**

*Please complete in block capitals and black ink*

Candidate name \_\_\_\_\_  
name in full, surname first

Student number 

--	--	--	--	--	--	--	--

Course provider name \_\_\_\_\_

Course provider number 

--	--	--

Qualification title \_\_\_\_\_  
eg National Diploma, NGC, IGC, Env Dip

**Where this application relates to a group  
of candidates, please see Note 5 overleaf.**

Assessment title \_\_\_\_\_  
eg Paper NGC1, Unit A, practical assessment

Date of assessment \_\_\_ / \_\_\_ / 20\_\_\_  
If 'local' examination, please tick this box

Summary of adverse circumstances affecting performance of candidate/s

<i>if necessary, continue on a separate sheet (clearly marked with candidate name and number)</i>
---------------------------------------------------------------------------------------------------

List of supporting evidence that is attached to this form (medical certificate, invigilator's statement, etc)

1 _____
2 _____
3 _____
<i>if necessary, continue on a separate sheet (clearly marked with candidate name and number)</i>

**Declaration**

NEBOSH will process this data in accordance with the principles of the General Data Protection Regulation. NEBOSH requires your express consent to process your sensitive personal data and your consent to process your personal data. Please sign the below to provide this consent, any request received without a signed declaration cannot be processed.

I certify that:

- the details above are, to the best of my knowledge and belief, complete and accurate
- the course provider is, where necessary, able to provide the arrangements for the requested adjustment
- the course provider will not exceed any approved allowances
- I have read the NEBOSH "Policy and procedures for reasonable adjustments and special considerations" and understand it
- I am duly authorised by my Head of accredited course provider to make this application.
- I am duly authorised by the candidates named above to make this application on their behalf
- I am duly authorised by the candidates named above to give consent to the processing of this data.

signed \_\_\_\_\_ date \_\_\_ / \_\_\_ / 20\_\_\_

name \_\_\_\_\_ position \_\_\_\_\_

please print

eg Examinations Officer. Lead Tutor

**This form must be completed as soon as possible after the event to which it relates. Please refer to notes overleaf.**

## Form SC1 - Notes

1. Special consideration may be given by the Results Panel after a unit assessment after an assessment if a candidate believes they have been disadvantaged by temporary illness, injury, indisposition or adverse circumstances at the time of the assessment. Special consideration *may* result in a small post-assessment adjustment to the candidate's marks.
2. Special consideration applies only to scheduled, externally-assessed and/or moderated assessments. It cannot be given where the circumstances prior to the assessment (eg work commitments, domestic problems, etc) have been such that the candidate has been unable to devote sufficient time or effort to his/her studies, or where there have been difficulties with the study programme (staff shortages, industrial disputes, timetabling problems, etc). Equally, special consideration cannot be given in cases where a candidate suffers occasional periods of indisposition (eg due to hayfever, asthma, etc) without details of whether, and the extent to which, the candidate was affected at the actual time of the assessment.
3. Each application for special consideration must be made by the course provider using the NEBOSH 'application for special consideration' form overleaf and certified by an authorised member of that course provider's staff.
4. A 'special consideration' application form must be accompanied by evidence to support the application where appropriate. This may include medical evidence via the candidate, a statement by the invigilator or other appropriate information.
5. A completed 'special consideration' application is normally required for each candidate. However, where a group of candidates has been affected by the same set of circumstances, then write "GROUP" under 'Candidate name', leave the student number blank, complete the remainder of the form and attach a list of the candidates concerned (names and student numbers). A copy of the candidate list provided by NEBOSH, with absentees deleted, will often be appropriate for this purpose.
6. The completed 'special consideration' form, together with all the supporting evidence, must be received by NEBOSH as soon as possible and no later than 7 days after the particular assessment.
7. An application for special consideration received after the results have been declared will be accepted only in exceptional circumstances (eg when the application relates to circumstances that were not known, and could not have reasonably been known, at the material time).
8. A successful 'special consideration' application will result in the candidate's result being reviewed in the light of the available evidence. However, a successful application will not necessarily change the candidate's result.
9. Guidance for candidates and course provider staff considering the need to make an application for special consideration is contained within the document "*NEBOSH policy and procedures on reasonable adjustments and special consideration*", which can be accessed online from the NEBOSH website, [www.nebosh.org.uk](http://www.nebosh.org.uk). This document is based on material in the Federation of Awarding Bodies' publication "*Good practice guide: the application of reasonable adjustments and special consideration in vocational qualifications*" (2005) and the Joint Council for Qualifications' "*Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations*" (2007-2008).