



Kilwinning Academy

SQA Exceptional Circumstances consideration service

(National 5 up to and including Advanced Higher)

Exceptional Circumstances Consideration Service

This service supports candidates who have been unable to attend an externally assessed timetabled examination, or whose performance in an externally assessed timetabled examination may have been fundamentally affected as a result of an incident beyond their control.

It is only available **before** the results are published, and exists to support only those candidates who have suffered an exceptional circumstance, such as bereavement or a medical condition.

This service is available for all examinations that appear in the examination timetable. If a school believes a candidate has been affected by exceptional circumstances it will inform SQA and submit alternative evidence of attainment demonstrated by the candidate such as coursework, class assessments or mock exams.

Who is eligible for the service?

Candidates are eligible for this service if they have:

- experienced a valid exceptional circumstance
- completed all other parts of the course
- had an estimated grade submitted by their Centre

Candidates that sit the exam are still eligible.

We can only progress requests where alternative evidence of attainment is available.

What is an exceptional circumstance?

This must be an unplanned circumstance that affects a candidate's ability to attend or perform in an exam.

When must schools and colleges submit requests?

Only schools and colleges can submit requests. The SQA can't accept requests from candidates or parents/carers.

Due to the varied nature of exceptional circumstances, there is no set time-limit on how close it must be to the exam. Schools and colleges are aware that the effects of an exceptional circumstance can be long or short term.

The closing date for submitting a request is **10 working days** after the exam for which the request is being made.

It is always recommended that a candidate sits the examination where possible. Sitting the examination does not exclude the candidate from having an exceptional circumstances request submitted on their behalf.

However, if your son/daughter is unable to sit an examination, the parent must contact Mrs Mair as soon as possible prior to the examination, and medical certification will be required on each examination day.

As a parent, if you feel that your son/daughter's performance in an examination may have been affected by an incident beyond their control, you must contact Mrs Mair (Depute Head Teacher / SQA Coordinator) on the day of the exam. If a number of exams are likely to be affected, you must contact Mrs Mair on each day of each examination. If deemed appropriate, the school can then make contact with the SQA on behalf of the student.