

Vine Lab Policy for Candidates Requiring Special Consideration

Policy for Candidates Requiring Special Consideration

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.

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.

WSET[®] Awards must be notified 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, and please allow extra time for this APP to pass your request to WSET[®] Awards.

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

In cases of serious disruption during the examination, the Examinations Officer of this APP must submit a detailed report of the circumstances and candidates affected to the Examinations Administrator at WSET[®] Awards, in addition to the Examination Papers.

It should be noted that WSET[®] Awards does not offer aegrotat awards and that all assessment requirements of WSET[®] qualifications must be met. It is also our 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. Further guidance is available in Appendix 3 ‘Guidance for Reasonable Adjustments and Special Considerations’.

If a candidate is unable to attend an examination for which they have been registered due to circumstances outside their direct control, they should notify this APP as soon as possible, and complete the “Request for Special Consideration” form submitting written 3rd party evidence to support their application. Failure to attend due to work commitments does not qualify for “special consideration”. This APP will not charge an unused paper fee for

applications where approval from WSET[®] Awards is granted.

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