

## Application for Special Consideration

Please read the notes overleaf before completing this form. This form must be accompanied by supporting evidence.

1. Examination (PSLE, JCE or BGCSE)  Year

### 2. Candidate Details

Centre Number  Centre Name   
Candidate Number  Candidate Name

### 3. Syllabus and Components Affected

Date of Examination	Syllabus Title	Syllabus Code	Component number	Did not sit component	Sat component but was disadvantaged

4. **Reasons for Application** (enter the details below of perceived adverse circumstances that may affect the candidate's performance in the examination or coursework)

5. **Comparable Candidates within the Teaching Group** (please list in order of merit two candidates who are immediately above and two immediately below the affected candidate in terms of performance)

Candidate Number	Candidate Name	Forecast Grade

Name of Applicant  Designation   
Head of Centre  Signature   
Date  Tel/Cell no.   
Fax Number

### Guidance Notes

#### Background

Special Consideration is a post-examination adjustment made to a candidate's mark, by an awarding body, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

#### Completing the Form

##### The Centre

- Must complete a separate form for each syllabus.
- Should list all the components affected.
- May submit one form in cases where a group of candidates has been disadvantaged by a particular event (for example, fire outbreak). A clearly titled list of the candidates' names and numbers should be submitted along with this form together with a detailed report.
- Should, where medical/psychological evidence is required, submit a clearly titled document with the application.

##### Deadline

Applications for Special Consideration should be submitted within seven days of the last examination.

#### Application for Special Consideration

- 1 A candidate is eligible for Special Consideration if there is perception that performance in an examination is affected by circumstances beyond the candidate's control, such as illness, accident, bereavement or some disturbance during the examination. A candidate may also be eligible for Special Consideration if a paper is missed in similar circumstances. Application should also be made if the Centre believes that Special Arrangements in respect of a permanent or long-term disability proved inadequate.
- 2 Application for Special Consideration must be made through this form by providing the details specified. Applications must be signed by the Head of Centre. Completed forms should be sent to the Executive Secretary at BEC. It is acceptable for a Centre to send all applications in a single batch at the end of the examination period.
- 3 The Centre should enter details of the examination and the candidate in sections 1 and 2.
- 4 In section 3 provide details of the syllabus/subject and components. Enter the Syllabus/subject code, and the syllabus/subject name, and list the components which were affected. Tick one box alongside each component to indicate whether the candidate was absent from the examination, partially absent after being taken ill during the examination, or present for the entire examination although disadvantaged.
- 5 In section 4 provide a brief description of the circumstances which led to this application for Special Consideration.
- 6 In section 5, identify 4 candidates whose ability in the subject is similar to that of the candidate. List the forecast grade previously supplied to BEC for each candidate at PSLE/JCE and BGCSE.
- 7 The Head of Centre should sign the form to confirm the accuracy of the information provided on the form and to confirm his/her support for the application.
- 8 All applications should be accompanied by supporting evidence.

Once completed, this form should be sent by mail or fax to:

**The Executive Secretary**  
**Botswana Examinations Council**  
**Private Bag 0070**  
**Gaborone**  
**Tel: 3650700 Fax: 3164203**