

Application for Special Consideration

See Handbook for Centres paragraphs 6.34 – 6.47, and read the notes overleaf before completing this form. If necessary, additional sheets may be attached to this form.

1 Examination

Qualification (PSLE, JC or BGCSE)

Year

2 Candidate Details

Centre Number

Centre
Name

Candidate Number

Candidate
Name

3 Subject and Components Affected

Syllabus Code	Syllabus Name	Component Number	Absent	Ill during examination	Present but disadvantaged

4 Reason for Application

5 Comparable Candidates

Candidate Number	Candidate Name	Forecast Grade

Signature of Head of Centre

Name of Head of Centre

Date

Application for Special Consideration

Application for Special Consideration

- 1 A candidate is eligible for Special Consideration if 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 on this form by providing the details specified. Applications must be signed by the Head of Centre.
- 3 Completed forms should be sent to the Executive Secretary at BEC. It is acceptable for a school to send all applications in a single batch at the end of the examination period. All applications should be received at BEC as soon as possible after the end of the examination period.
- 4 Enter details of the examination and the candidate in sections 1 and 2.
- 5 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.
- 6 In section 4 provide a brief description of the circumstances which led to this application for Special Consideration.
- 7 In section 5, identify 4 candidates whose ability in the subject is similar to that of the candidate. In the case of BGCSE, list the forecast grade previously supplied to BEC for each candidate.
- 8 In cases involving a medical condition, the application should be accompanied by a statement from a registered medical practitioner.
- 9 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.
- 10 Give details of any documents to be attached to the form (eg medical evidence or additional sheets in the space provided below).

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 3185011