

Academy Of South Indian Music & Dance

Special Consideration Policy

Date of Policy: December 2023

Next Review Due By: December 2025

ASIM UK will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to ASIM UK's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership, and pregnancy and maternity.

Special Consideration Policy

This policy ensures that candidates are fairly assessed, and any circumstances beyond their control that may impact their performance in an examination are considered. Special consideration is not an entitlement but rather a process applied at the discretion of the ASIM UK Board of Trustees.

Eligibility for Special Consideration A candidate may apply for special consideration in the following circumstances:

1. Performance Affected by Exceptional Circumstances:

- Illness, injury, or other medical conditions occurring immediately before or during the exam that may have impacted the candidate's performance.
- Bereavement at the time of the exam or immediately prior.
- Severe emotional distress or trauma.
- Any other serious adverse circumstances beyond the candidate's control, such as an accident, or sudden family crisis.

2. Incomplete Examination Due to Unforeseen Circumstances

- If a candidate falls ill or suffers an injury during the exam and is unable to continue.
- If an unexpected issue, such as instrument failure, significantly hinders completion of the exam.
- If an external factor, such as venue disruption, impacts the candidate's ability to complete the exam.

Application Process for Special Consideration

- An application for special consideration must be made in writing by the candidate or their representative (e.g., teacher or guardian) as soon as possible after the examination.
- Applications must be submitted to the ASIM UK administration team at **admin@asimuk.com**.
- The application must include the candidate's full name, index number, subject, and grade.
- Applications must include relevant supporting evidence, such as a medical certificate or official documentation of the circumstances affecting the candidate's performance.

- The application must be signed and dated by the applicant.
- ASIM UK reserves the right to request additional supporting documentation if necessary.

Outcome of Special Consideration Requests

- Special consideration cannot be applied to change the fundamental assessment criteria of an exam.
- Candidates who complete an exam but whose performance was significantly affected by extenuating circumstances may receive a small allowance in their assessment, determined on an individual basis.
- Where a candidate is unable to complete an exam, their performance will be reviewed. If appropriate, a special consideration may allow them to be awarded a certificate, but missing sections of an exam will not receive a mark.
- Special consideration is not a guarantee of passing an exam. If a candidate's performance does not meet the required standard, a certificate cannot be awarded, regardless of the circumstances.
- ASIM UK will communicate its decision to the candidate in writing as soon as reasonably possible. The decision is final.
- Candidates who are unable to attend an examination due to illness or other adverse circumstances should contact ASIM UK administration at admin@asimuk.com immediately to discuss options for rescheduling their examination.

Data Protection and Confidentiality

All special consideration applications and associated personal data will be handled in line with the General Data Protection Regulation (GDPR). ASIM UK will ensure that information is stored securely and used solely for the purposes of reviewing the special consideration request. Personal data will not be disclosed to third parties without the consent of the individual involved, unless required by law.

This policy will be reviewed biennially and updated as necessary to ensure compliance with relevant laws and best practices.

Next review due by: December 2025.