

Special Considerations Online Tool User Guide

This user guide is designed to help you navigate your way through the Pearson online tool. The tool enables you to submit and view Special Consideration requests for disadvantaged learners online.

The online tool will enable you as a centre to:

- Submit a request for Pearson examinations where a learner has sat a written examination but was disadvantaged by a temporary illness, injury, or indisposition at the time of the examination.
- Submit a request for a learner who was absent for a timetabled written paper examination.
- Review requests submitted online for the current series only.
- Receive an instant decision on the request and be notified automatically if the status of your request changes.

Currently you cannot use the online tool to:

- Apply for Special Consideration for groups of learners, lost coursework or coursework components, practicals or orals.
- Delete, amend or withdraw any previously submitted requests.
- Apply for NQF BTEC

For group requests, practical/orals or coursework components please continue to send requests using JCQ Form 10 or Form 15 (Lost Coursework) or SC1.

To withdraw a request you have submitted in error or to rectify any other errors, please email: speccons.online@pearson.com providing the following information: your centre number, the learner name and number, qualification, series and reason.

To make enquiries relating to awards for a deceased learner (Posthumous Award), please write to:

**Special Requirements Manager
Special Requirements Team
Pearson
One90 High Holborn
London
WC1V 7BH**

Or

If you wish to appeal against a decision made in regards to special considerations, please write to:

**The Appeals Manager – Business Improvement and Regulation
Pearson
One90 High Holborn
London
WC1V 7BH**

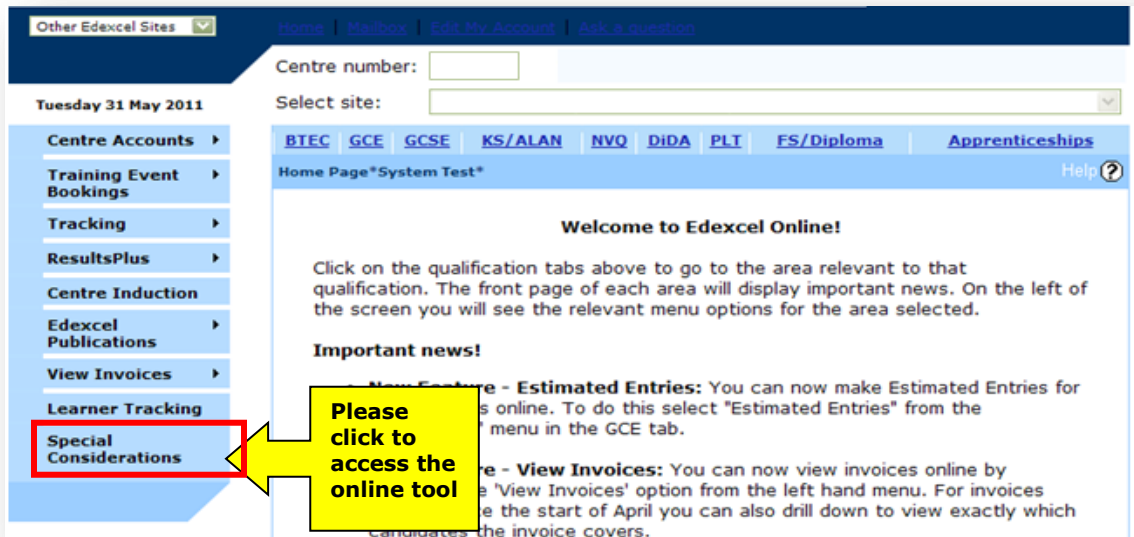


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1. Access & Centre Search

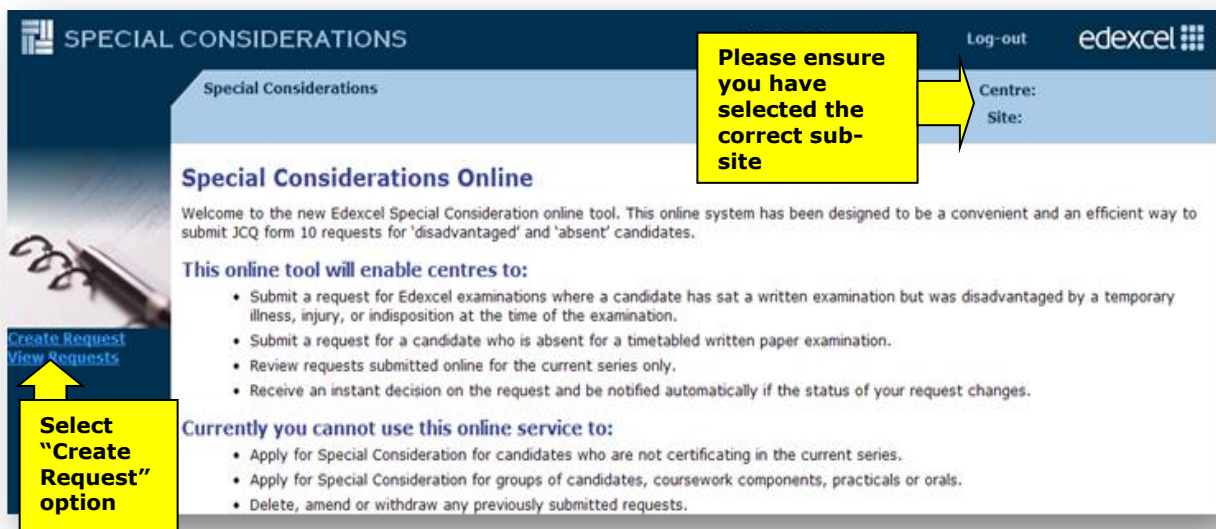
- After logging on to Edexcel Online using your username and password, click on the Special Considerations option on the lower left-hand side of the screen:



- This will direct you straight to the Special Consideration Online Tool (below).

Please note: If you are unable to access the link to the Special Considerations Online Tool, please contact Pearson to register for this service. If the link is shown but does not allow you to start up this option, you may not be an authorised user for this service at your centre. (Please see image below).

- Your centre number and name will be displayed at the top right hand-side of the





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screen.

- It is important that you select the correct sub-site, if appropriate.
- Click on the option 'Create Request' found on the left-hand side of the screen. This will allow you to choose the option to submit a request for one of your learner(s).

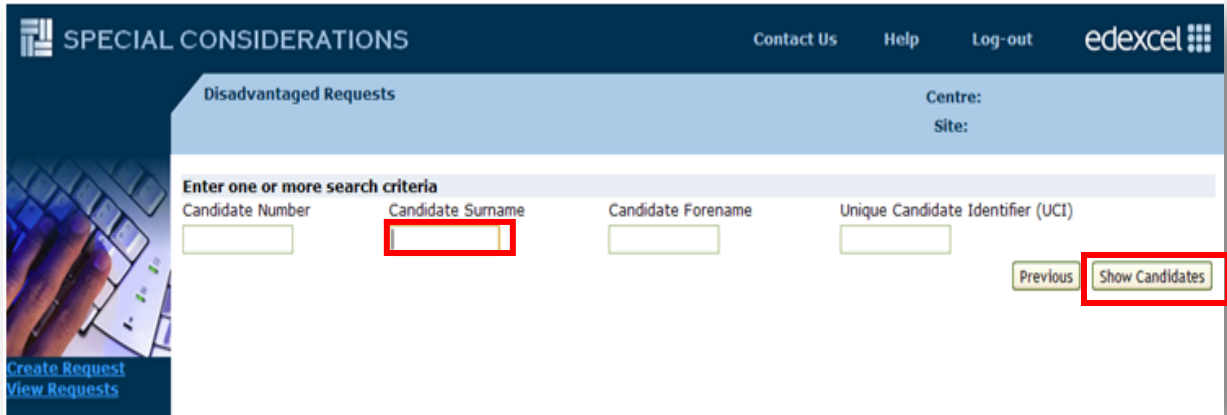
2. Request and qualification type and series (Disadvantaged)

- From here you can select the 'request type'. The screenshot below shows a 'disadvantaged' request. You then select the qualification type and series for which you wish to apply for Special Considerations.
- Then click the 'Next' button.

The screenshot shows the 'Special Considerations' form in the Edexcel system. The form is titled 'Special Considerations' and includes a 'Centre:' and 'Site:' field. The main section is 'Select a request type, qualification type and series'. It contains three dropdown menus: 'Select a request type' with 'Disadvantaged' selected, 'Select a qualification type' with 'Select a Qualification Type' selected, and 'Select a series' with 'No Matching Series Available' selected. A 'Next' button is located at the bottom right of the form. The 'Create Request' and 'View Requests' links are visible on the left side of the page.

3. Learner search

- Enter one or more of the listed search criteria to find a learner(s) entered for examination in your selected series.
- You can enter the 4-digit learner number to search for a specific learner.
- A minimum of 2 characters can be added to the Learner Surname or Forename field to find a list of associated learners, from which you can make your selection. To do this you must click on the 'Show Learners' button.
- You can only select and complete an application for one learner at a time.
- Currently you cannot make an application for groups of learners online, to do this you will need to complete and submit a JCQ form 10.



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Disadvantaged Requests Centre:
Site:

Enter one or more search criteria

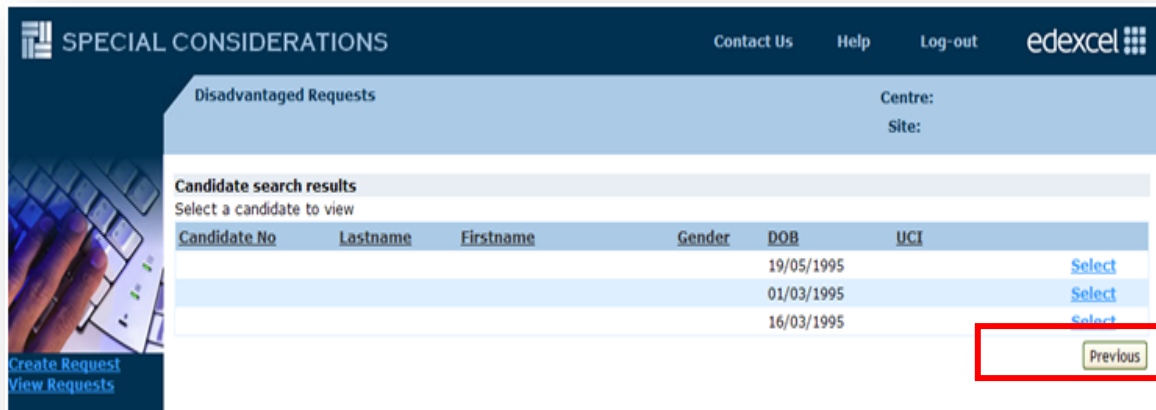
Candidate Number	Candidate Surname	Candidate Forename	Unique Candidate Identifier (UCI)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Previous](#) [Show Candidates](#)

[Create Request](#)
[View Requests](#)

4. Learner search results

- If partial search data has been used, a list of possible learners will be displayed.
- Click on the 'Select' option at the end of the appropriate row to select the learner for whom you wish to apply for special consideration.
- Only one learner can be selected at a time.
- If your search criteria provides you with a long list of learners this will be displayed over the required number of pages. Please click the page numbers to move through the list of learners, until you find the learner you wish to select.
- Once the learner has been selected click '**Select**'.
- There is an option at this stage to go back to the learner search criteria by clicking the 'Previous' button, which will take you back to the search criteria.



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Disadvantaged Requests Centre:
Site:

Candidate search results
Select a candidate to view

Candidate No	Lastname	Firstname	Gender	DOB	UCI
				19/05/1995	Select
				01/03/1995	Select
				16/03/1995	Select

[Previous](#)

[Create Request](#)
[View Requests](#)



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5. Details of problem:

- A summary of the criteria selected so far will be visible at the top of the page.
- It is mandatory to enter the date of when the problem began.
- You can either use the following format DD/MM/YYYY e.g. 19/05/2011, or select the correct date from the calendar.
- The 'date problem began/ occurred' is required to highlight when the disadvantage to the learner started in relation to the date of the examination.
- You are required to answer all the other mandatory questions in this section by selecting either 'Yes' or 'No'.
- If you have selected 'Yes' to all the questions, click 'Next'.

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Disadvantaged Requests Centre:
Site:

Request Details

Series / Qualification Type Jun-10 / GCSE / iGCSE Service Disadvantaged

Selected candidate details

Cand No	Lastname	Firstname	Gender	DOB	UCI
---------	----------	-----------	--------	-----	-----

Details of problem

Date problem began / occurred 31/05/2011

Did the problem have consequences for the candidate at the time of the exam? Yes

Has the candidate completed the course and been fully prepared for the exam? Yes

Do you hold medical or other evidence supporting your request? No

Supporting Evidence
Please complete the details below

Are you satisfied that the reason given for the request is genuine? Yes No

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- g. If there is no medical or other evidence provided, but you are satisfied with the reasons for the disadvantaged request, as the submitter of the request you will need to confirm this by selecting 'Yes' in the Supporting Evidence section (see image below).

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Disadvantaged Requests Centre:
Site:

Request Details
Series / Qualification Type Jun-10 / GCSE / iGCSE Service Disadvantaged

Selected candidate details
Cand No Lastname Firstname Gender DOB UCI

Details of Problem
Please complete the details below
Date problem began / occurred (dd/mm/yyyy) 31/05/2011

Did the problem have consequences for the candidate at the time of the exam? Yes No
Has the candidate completed the course and been fully prepared for the exam? Yes No
Do you hold medical or other evidence supporting your request? Yes No

Next

- h. If you select 'No' for medical evidence, you will need to select 'Yes' or 'No' if you are satisfied that the request is genuine.
i. Then click 'Next'.

Supporting Evidence

Please complete the details below
Are you satisfied that the reason given for the request is genuine? Yes No

Previous Next

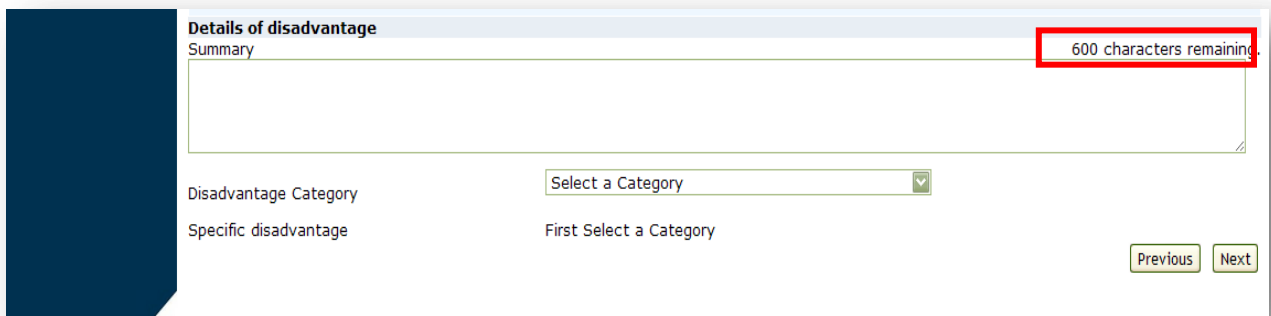
6. Supporting evidence

- a. If you answered 'Yes' to 'Do you hold medical or other evidence supporting your request?', the next screen will ask you to enter the details of the person providing the evidence on which your application is based; include their professional status e.g. General Practitioner (GP).



7. Details of disadvantage details/evidence summary

- a. You will now be given a field in which to give a brief account of the circumstances which have disadvantaged your learner and, if appropriate, a description of the evidence you hold on file e.g. a note from their GP, along



with any other details you feel are relevant.

Please note: This field is limited to 600 characters. There is a character counter on the top right-hand side of the field which indicates how many characters you have remaining. You can copy and paste information from another location or document. However, only the first 600 characters of text (including spaces) will be transferred.

8. Disadvantage category

- a. Select the appropriate category of disadvantage from the drop-down menu below the Summary field (in Section 7).

Details of disadvantage

Summary 600 characters remaining.

Disadvantage Category Select a Category

Specific disadvantage Select a Category

- Illness or injury at the time of the exam
- Bereavement at the time of the exam
- Domestic crisis at the time of the exam
- Other causes of possible disadvantage

Previous Next

9. Specific disadvantage

- a. After selecting a category, you will be presented with a list of possible reasons for a learner's disadvantage. Only one reason can be selected.

Disadvantage Category Bereavement at the time of the exam

Specific Disadvantage

- Death of a member of the immediate family, guardian or carer within 2 months of the exam
- Death of a member of the immediate family, guardian or carer within 4 months of the exam
- Death of a member of the immediate family, guardian or carer within 6 months of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 1 month of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 2 month of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 3 month of the exam
- Any other circumstance falling into this category and not listed above

Previous Next

- b. The final option indicates that your learner was disadvantaged by a cause not listed. If this option is selected, a further 'free text' field will appear in which brief details can be provided (please see image below). Note that this field is only 30 characters long (including spaces).

Any other circumstance falling into this category and not listed above

Please specify 30 characters remaining.

Disadvantage Category Bereavement at the time of the exam

Specific Disadvantage

- Death of a member of the immediate family, guardian or carer within 2 months of the exam
- Death of a member of the immediate family, guardian or carer within 4 months of the exam
- Death of a member of the immediate family, guardian or carer within 6 months of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 1 month of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 2 month of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 3 month of the exam
- Any other circumstance falling into this category and not listed above

c. Click 'Next' to continue.

10. Components

- a. Select the examinations for which you wish to apply for special consideration by ticking the appropriate box/boxes.
- b. You will see the units/papers available for special consideration (practical, oral and coursework are excluded from this application).
- c. Examinations will only be displayed after their scheduled start time (after 2pm UK time).
- d. If you have made previous applications for the same learner, you will not be allowed to select the same papers again as they will be disabled.

Select the component(s) you require			
Unit	Paper	Title	Exam Date
1380	2F	FOUNDATION (CALC)	01/06/09 AM
1380	1F	FOUNDATION (NON CALC)	18/05/09 PM
1389	1F	FOUNDATION PAPER	16/06/09 AM
1426	03	LISTENING	13/05/09 PM
5563	01	REL/LIFE/CHRISTIANITY	12/05/09 PM
5591	01	MARK'S GOSPEL	05/06/09 PM

Disabled components already have a pending request. If a request was made in error, please [Contact Us](#).

e. Click 'Next' to continue.

Disadvantage Category	Illness or injury at the time of the exam			
Specific disadvantage	Minor injury or minor illness such as colds, sore throats, stomach upset, etc			
Unit	Paper	Title	Exam Date	<input type="checkbox"/>
5GA3F	01	HUMAN ENVIRONMENT (F)	24/06/2010	<input type="checkbox"/>

Disabled components may be due to either a request having already been submitted or there are no components that match the selected criteria. [Click here](#) to view submitted requests or [contact us](#) if a request has been made in error or you require further assistance.

11. Submitting a request and Declaration

- The next section enables you to check the details of your request before submitting.
- Please ensure that all details are correct before submitting as it is not possible to change the details of your request after submission. If you wish to make any changes now, click the 'Previous' button at the bottom of the page to go back a step. Please note that if you move back through the process, entered data will not be retained. You will be required to re-enter this data as you move forward with the application.
- If you have checked the details and you are satisfied that the information provided is correct, then you need to click in the box confirming that you support the application. This box is mandatory.

Declaration

I am satisfied that the information provided in this request is correct and fully support the request

Submitted by: _____ Position: _____

12. Amendments

- You can amend the details of your request at any time prior to selecting submit by clicking the 'Previous' button to move back through the screens. (Remember data will be lost when moving back through screens and will need to be re-entered to complete the submission).



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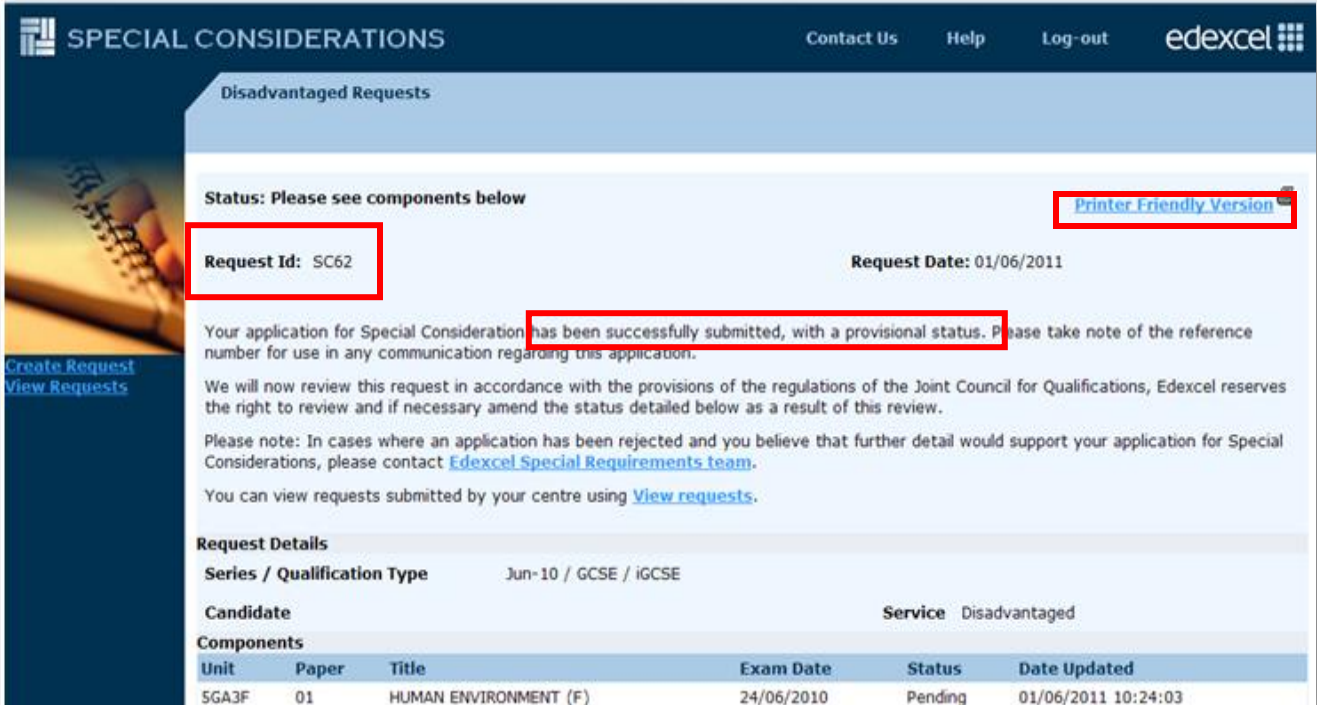
13. Submit

- a. When you have checked all the request details and are satisfied that the information is correct, click **'submit'**. Your request is now logged with Pearson (see section 14).

Declaration
I am satisfied that the information provided in this request is correct and fully support the request

Submitted by: _____ Position: _____

- b. If you have submitted a request for an examination in error, or you want to withdraw, or amend a submitted request for a learner or an examination, please [Contact us](#).



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Disadvantaged Requests

Status: Please see components below [Printer Friendly Version](#)

Request Id: SC62 **Request Date:** 01/06/2011

Your application for Special Consideration has been successfully submitted, with a provisional status. Please take note of the reference number for use in any communication regarding this application.

We will now review this request in accordance with the provisions of the regulations of the Joint Council for Qualifications, Edexcel reserves the right to review and if necessary amend the status detailed below as a result of this review.

Please note: In cases where an application has been rejected and you believe that further detail would support your application for Special Considerations, please contact [Edexcel Special Requirements team](#).

You can view requests submitted by your centre using [View requests](#).

Request Details

Series / Qualification Type Jun-10 / GCSE / iGCSE

Candidate **Service** Disadvantaged

Components

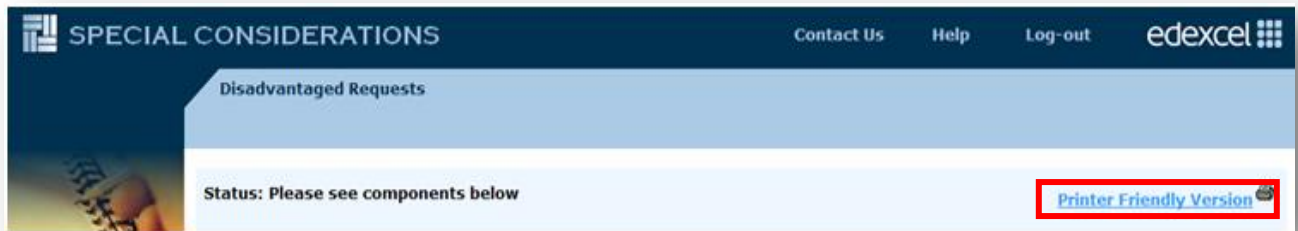
Unit	Paper	Title	Exam Date	Status	Date Updated
5GA3F	01	HUMAN ENVIRONMENT (F)	24/06/2010	Pending	01/06/2011 10:24:03

14. Request outcome

- a. A screen acknowledging your submission will be displayed.
- b. This page confirms the outcome of your request. You are given guidance on what to do next for each outcome (Accepted, Pending, Rejected or Hard copy requested this would be used for sampling purposes) . Please ensure that you quote the request id in any communications with Pearson.
- c. If a hard-copy request has been displayed next to an application you have submitted, this means that the application has been selected for sampling. As part of quality process the application will need to be sent to the Special Requirements Team along with any supporting evidence for the team to review.

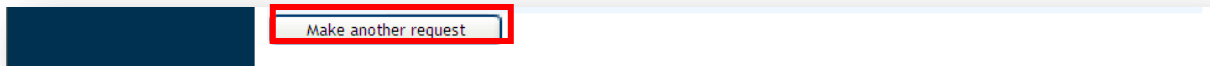
15. Print this page

- a. You can print this page so that you have a paper record of the request you have just submitted, including the acknowledgement from Pearson.



16. Make another request

- a. You can click the 'Make another request' button which is shown below, or alternatively, return to the beginning of the process to make a new request by clicking the 'Disadvantaged Request' link on the left-hand side of the screen as shown in section 1.



17. Completing an Absent Request

- a. After logging on to Pearson Online using your username and password, click on the Special Considerations option on the lower left-hand side of the screen:
- b. This will direct you straight to the Special Consideration Online Tool (below).



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Other Edexcel Sites

Tuesday 31 May 2011

Centre Accounts ▶
Training Event Bookings ▶
Tracking ▶
ResultsPlus ▶
Centre Induction ▶
Edexcel Publications ▶
View Invoices ▶
Learner Tracking ▶
Special Considerations

Centre number:
Select site:

[BTEC](#) [GCE](#) [GCSE](#) [KS/ALAN](#) [NVQ](#) [DiDA](#) [PLT](#) [FS/Diploma](#) [Apprenticeships](#)

Home Page*System Test* Help ?

Welcome to Edexcel Online!

Click on the qualification tabs above to go to the area relevant to that qualification. The front page of each area will display important news. On the left of the screen you will see the relevant menu options for the area selected.

Important news!

Estimated Entries: You can now make Estimated Entries for subjects online. To do this select "Estimated Entries" from the "Estimated Entries" menu in the GCE tab.

View Invoices: You can now view invoices online by selecting the "View Invoices" option from the left hand menu. For invoices submitted since the start of April you can also drill down to view exactly which candidates the invoice covers.

Please note: If you are unable to access the link to the Special Considerations Online Tool, please contact Pearson to register for this service. If the link is shown but does not allow you to start up this option, you may not be an authorised user for this service at your centre. (Please see image below).

- Your centre number and name will be displayed at the top right hand-side of the

SPECIAL CONSIDERATIONS

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Special Considerations

Special Considerations Online

Welcome to the new Edexcel Special Consideration online tool. This online system has been designed to be a convenient and an efficient way to submit JCQ form 10 requests for 'disadvantaged' and 'absent' candidates.

This online tool will enable centres to:

- Submit a request for Edexcel examinations where a candidate has sat a written examination but was disadvantaged by a temporary illness, injury, or indisposition at the time of the examination.
- Submit a request for a candidate who is absent for a timetabled written paper examination.
- Review requests submitted online for the current series only.
- Receive an instant decision on the request and be notified automatically if the status of your request changes.

Currently you cannot use this online service to:

- Apply for Special Consideration for candidates who are not certificating in the current series.
- Apply for Special Consideration for groups of candidates, coursework components, practicals or orals.
- Delete, amend or withdraw any previously submitted requests.

Create Request View Requests

Select "Create Request" option

Please ensure you have selected the correct sub-..

Centre:
Site:



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screen.

- It is important that you select the correct sub-site, if appropriate.
- Click on the option '**Create Request**' found on the left-hand side of the screen. This will allow you to choose the option to submit a request for one of your learners.

18. Request and qualification type and series (Absent)

- a. From here you can select the 'request type'. The screenshot below shows you that an 'absent' request has been selected. You then select the qualification type and series for which you wish to apply for Special Consideration.

The screenshot shows the 'Special Considerations' page. The main heading is 'Select a request type, qualification type and series'. There are three dropdown menus: 'Select a request type', 'Select a qualification type', and 'Select a series'. The 'Select a request type' dropdown is open, showing 'Absent' selected and highlighted with a red box. A 'Next' button is visible on the right. On the left, there is a sidebar with 'Create Request' and 'View Requests' links.

- b. Then click the 'Next' button.

19. Learner search

- a. Enter one or more of the listed search criteria to find a learner(s) entered for examination in your selected series.
- b. You can enter the 4-digit learner number to search for a specific learner.
- c. A minimum of 2 characters can be added to the Learner Surname or Forename field to find a list of associated learners, from which you can make your selection. To do this you must click the 'Show Learners' button.
- d. You can only select and complete an application for one learner at a time.
- e. Currently you cannot make an application for groups of learners online, to do this you will need to complete and submit a JCQ form 10.



SPECIAL CONSIDERATIONS

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Absent Requests

Enter one or more search criteria

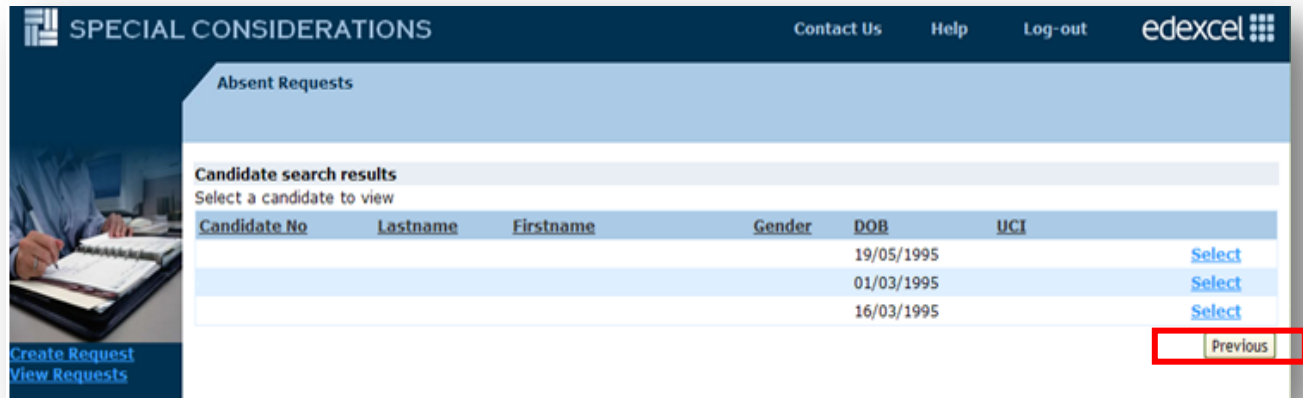
Candidate Number	Candidate Surname	Candidate Forename	Unique Candidate Identifier (UCI)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Show Candidates

Create Request
View Requests

20. Learner search results

- If partial search data has been used, a list of possible learners will be displayed.
- Click on the select option at the end of the appropriate row to select the learner for whom you wish to apply for special considerations.
- Only one learner can be selected at a time.
- If your search criteria provides you with a long list of learners this will be displayed over the required number of pages. Please click the page numbers to move through the list of learners, until you find the learner you wish to select.
- Once the learner has been selected click **'Select'**.
- There is an option at this stage to go back to the learner search criteria by clicking the 'Previous' button, which will take you back to the search criteria.



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Absent Requests

Candidate search results
Select a candidate to view

Candidate No	Lastname	Firstname	Gender	DOB	UCI
				19/05/1995	Select
				01/03/1995	Select
				16/03/1995	Select

Create Request
View Requests

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21. Details of Problem:

- A summary of the criteria selected so far will be visible at the top of the page.
- It is mandatory to enter the date of when the problem began.
- You can either use the following format DD/MM/YYYY e.g. 19/05/2011, or select the correct date from the calendar.
- The 'date problem began/ occurred' is required to highlight when the absence occurred in relation to the date of the examination.
- You are required to answer all the other mandatory questions in this section by selecting either 'Yes' or 'No'.
- If you have selected 'Yes' to all the questions, click 'Next'.



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Absent Requests

Request Details

Series / Qualification Type Jun-10 / GCSE / iGCSE

Service Absent

Selected candidate details

Cand No	Lastname	Firstname	Gender	DOB	UCI
				19/05/1995	

Details of Problem

Please complete the details below

Date absence began / occurred (dd/mm/yyyy)

Has the candidate completed the relevant part of the course leading to the exam? Yes No

Is the candidate certificating in the current series? Yes No

Do you hold medical or other evidence supporting your request? Yes No

[Create Request](#)
[View Requests](#)

[Next](#)

- g. If there is no medical or other evidence provided, but you are satisfied with the reasons for the absent request, as the submitter of the request you will need to confirm this by selecting 'Yes' in the Supporting Evidence section (see image below).

Supporting Evidence


Please complete the details below

Are you satisfied that the reason given for the request is genuine? Yes No

[Previous](#) [Next](#)

22. Supporting evidence

- a. If you answered 'Yes' to 'Do you hold medical or other evidence supporting your request?', the next screen will ask you to enter the details of the person providing the evidence on which your application is based; include their professional status e.g. General Practitioner (GP).



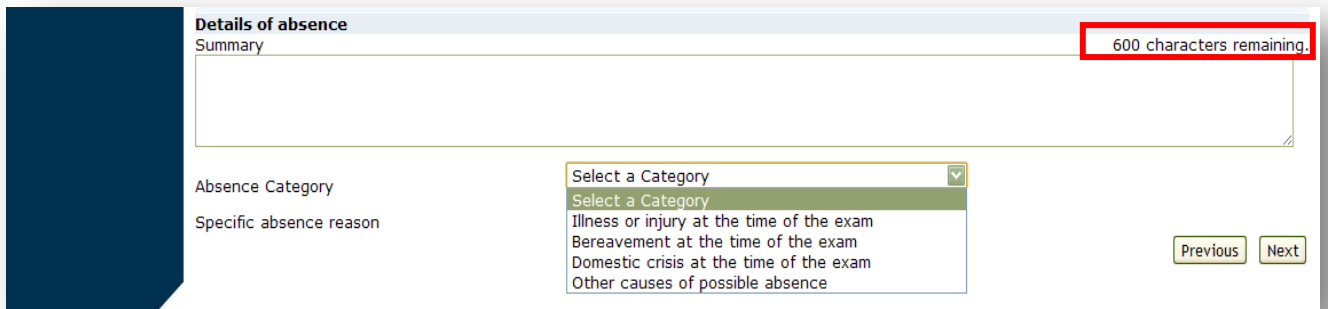
Supporting Evidence
Please complete the details below

Name of professional providing evidence

Professional status

23. Details of absence/evidence summary

- a. You will now be given a field in which to give a brief account of the circumstances why the learner was absent and, if appropriate, a description of the evidence you hold on file e.g. a note from their GP, along with any other details you feel are relevant.



Details of absence

Summary 600 characters remaining.

Absence Category

Specific absence reason

Select a Category

- Select a Category
- Illness or injury at the time of the exam
- Bereavement at the time of the exam
- Domestic crisis at the time of the exam
- Other causes of possible absence

Previous Next

Please note: This field is limited to 600 characters. There is a character counter on the top right-hand side of the field which indicates how many characters you have remaining. You can copy and paste information from another location or document. However, only the first 600 characters of text (including spaces) will be transferred.



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24. Absent category

- a. Select the appropriate category of absence from the drop-down menu below the Summary field (in Section 7).

Details of absence
Summary 600 characters remaining.

Absence Category Select a Category

- Select a Category
- Illness or injury at the time of the exam
- Bereavement at the time of the exam
- Domestic crisis at the time of the exam
- Other causes of possible absence

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25. Specific absence

- a. After selecting a category, you will be presented with a list of possible reasons for a learner's disadvantage. Only one reason can be selected.

Absence Category Bereavement at the time of the exam

Specific Reason for Absence

- Death of a member of the immediate family, guardian or carer within 2 months of the exam
- Death of a member of the immediate family, guardian or carer within 4 months of the exam
- Death of a member of the immediate family, guardian or carer within 6 months of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 1 month of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 2 month of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 3 month of the exam
- Any other circumstance falling into this category and not listed above

Previous Next

- b. The final option indicates that your learner was absent by a cause not listed. If this option is selected, a further 'free text' field will appear in which brief details can be provided (please see image below). Note that this field is only 30 characters long (including spaces).

Any other circumstance falling into this category and not listed above
Please specify 30 characters remaining.

Absence Category

Specific Reason for Absence

- Death of a member of the immediate family, guardian or carer within 2 months of the exam
- Death of a member of the immediate family, guardian or carer within 4 months of the exam
- Death of a member of the immediate family, guardian or carer within 6 months of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 1 month of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 2 month of the exam
- Death of a member of the extended family (grandparent, aunt, uncle, cousin, godparent or close friend) within 3 month of the exam
- Any other circumstance falling into this category and not listed above

- c. Click 'Next' to continue.

26. Components

- a. You will be shown a list of examinations for which the learner has been entered.
- b. Select the examinations for which you wish to apply for special consideration by ticking the appropriate box/boxes.
- c. You will see the units/papers available for special consideration (practical, oral and coursework are excluded from this application).
- d. Examinations will only be displayed after their scheduled start time (after 2pm UK time).
- e. If you have made previous applications for the same learner, you will not be allowed to select the same papers again as they will be disabled.

Select the component(s) you require

Unit	Paper	Title	Exam Date	<input type="checkbox"/>
1380	2F	FOUNDATION (CALC)	01/06/09 AM	<input type="checkbox"/>
1380	1F	FOUNDATION (NON CALC)	18/05/09 PM	<input type="checkbox"/>
1389	1F	FOUNDATION PAPER	16/06/09 AM	<input type="checkbox"/>
1426	03	LISTENING	13/05/09 PM	<input type="checkbox"/>
5563	01	REL/LIFE/CHRISTIANITY	12/05/09 PM	<input type="checkbox"/>
5591	01	MARK'S GOSPEL	05/06/09 PM	<input type="checkbox"/>

Disabled components already have a pending request. If a request was made in error, please [Contact Us](#).

Disadvantage Category	Illness or injury at the time of the exam			
Specific disadvantage	Minor injury or minor illness such as colds, sore throats, stomach upset, etc			
Unit	Paper	Title	Exam Date	<input type="checkbox"/>
5GA3F	01	HUMAN ENVIRONMENT (F)	24/06/2010	<input type="checkbox"/>

Disabled components may be due to either a request having already been submitted or there are no components that match the selected criteria. [Click here](#) to view submitted requests or [contact us](#) if a request has been made in error or you require further assistance.

f. Click 'Next' to continue.

27. Submitting a request and Declaration

- a. The next section enables you to check the details of your request before submitting.
- b. Please ensure that all details are correct before submitting as it is not possible to change the details of your request after submission. If you wish to make any changes now, click the 'Previous' button at the bottom of the page to go back a step. Please note that if you move back through the process, entered data will not be retained. You will be required to re-enter this data as you move forward with the application.
- c. If you have checked the details and you are satisfied that the information provided is correct, then you need to click in the box confirming that you support the application. This box is mandatory.



Declaration
I am satisfied that the information provided in this request is correct and fully support the request

Submitted by: _____ Position: _____

28. Amendments

- a. You can amend the details of your request at any time prior to selecting submit by clicking the 'Previous' button to move back through the screens. (Remember data will be lost when moving back through screens and will need to be re-entered to complete the submission).

29. Submit

- a. When you have checked all the request details and are satisfied that the information is correct, click '**submit**'. Your request is now logged with Pearson (see section 14).

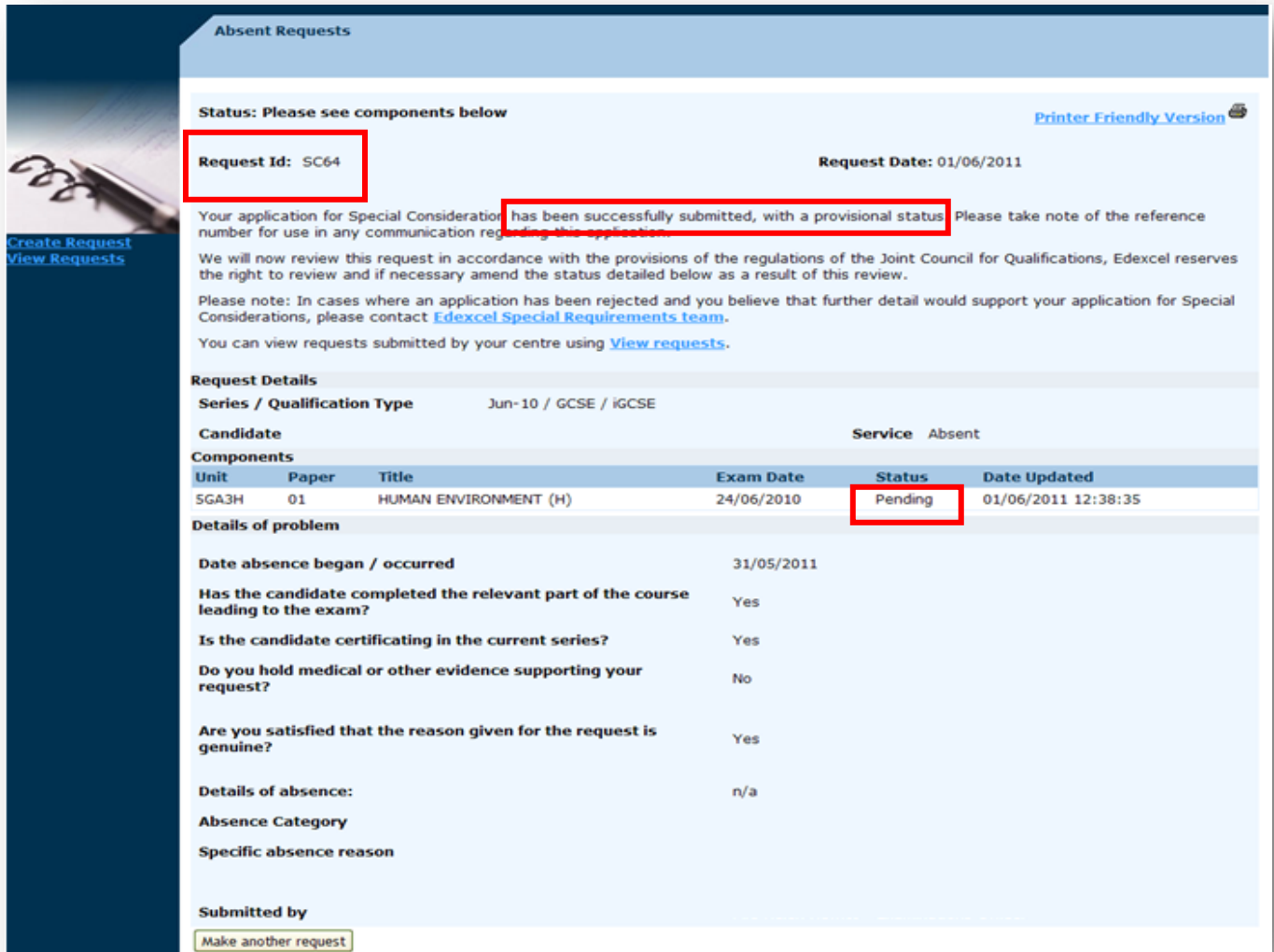


Declaration
I am satisfied that the information provided in this request is correct and fully support the request

Submitted by: _____ Position: _____

- b. If you have submitted a request for an examination in error, or you want to withdraw, or amend a submitted request for a learner or an examination, please [Contact us](#).

30. Request outcome



Absent Requests

Status: Please see components below [Printer Friendly Version](#)

Request Id: SC64 **Request Date:** 01/06/2011

Your application for Special Consideration **has been successfully submitted, with a provisional status**. Please take note of the reference number for use in any communication regarding this application.

We will now review this request in accordance with the provisions of the regulations of the Joint Council for Qualifications, Edexcel reserves the right to review and if necessary amend the status detailed below as a result of this review.

Please note: In cases where an application has been rejected and you believe that further detail would support your application for Special Considerations, please contact [Edexcel Special Requirements Team](#).

You can view requests submitted by your centre using [View requests](#).

Request Details

Series / Qualification Type Jun-10 / GCSE / iGCSE

Candidate **Service** Absent

Components		Exam Date	Status	Date Updated
Unit	Paper	Title		
5GA3H	01	HUMAN ENVIRONMENT (H)	Pending	01/06/2011 12:38:35

Details of problem

Date absence began / occurred 31/05/2011

Has the candidate completed the relevant part of the course leading to the exam? Yes

Is the candidate certificating in the current series? Yes

Do you hold medical or other evidence supporting your request? No

Are you satisfied that the reason given for the request is genuine? Yes

Details of absence: n/a

Absence Category

Specific absence reason

Submitted by

[Make another request](#)

- A screen acknowledging your submission will be displayed.
- This page confirms the outcome of your request, this will either state the following (Pending, Rejected or Hardcopy requested (This will be for sampling purposes)). You are given guidance on what to do next for each outcome. Please ensure that you quote the request id in any communications with Pearson.



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- c. If a hard-copy request has been displayed next to an application you have submitted, this means that the application has been selected for sampling. As part of quality process the application will need to be sent to the Special Requirements Team along with any supporting evidence for the team to review.

31. Print this page

- a. You can print this page so that you have a paper record of the request you have just submitted, including the acknowledgement from Pearson.

Absent Requests

Status: Please see components below [Printer Friendly Version](#)

Request Id: SC64 Request Date: 01/06/2011

Your application for Special Consideration has been successfully submitted, with a provisional status. Please take note of the reference number for use in any communication regarding this application.

We will now review this request in accordance with the provisions of the regulations of the Joint Council for Qualifications, Edexcel reserves the right to review and if necessary amend the status detailed below as a result of this review.

Please note: In cases where an application has been rejected and you believe that further detail would support your application for Special Considerations, please contact [Edexcel Special Requirements team](#).

You can view requests submitted by your centre using [View requests](#).

32. Make another request

- a. You can click the 'Make another request' button which is shown below, or alternatively, return to the beginning of the process to make a new request by clicking the 'Disadvantaged Request' link on the left-hand side of the screen as shown in section 1.

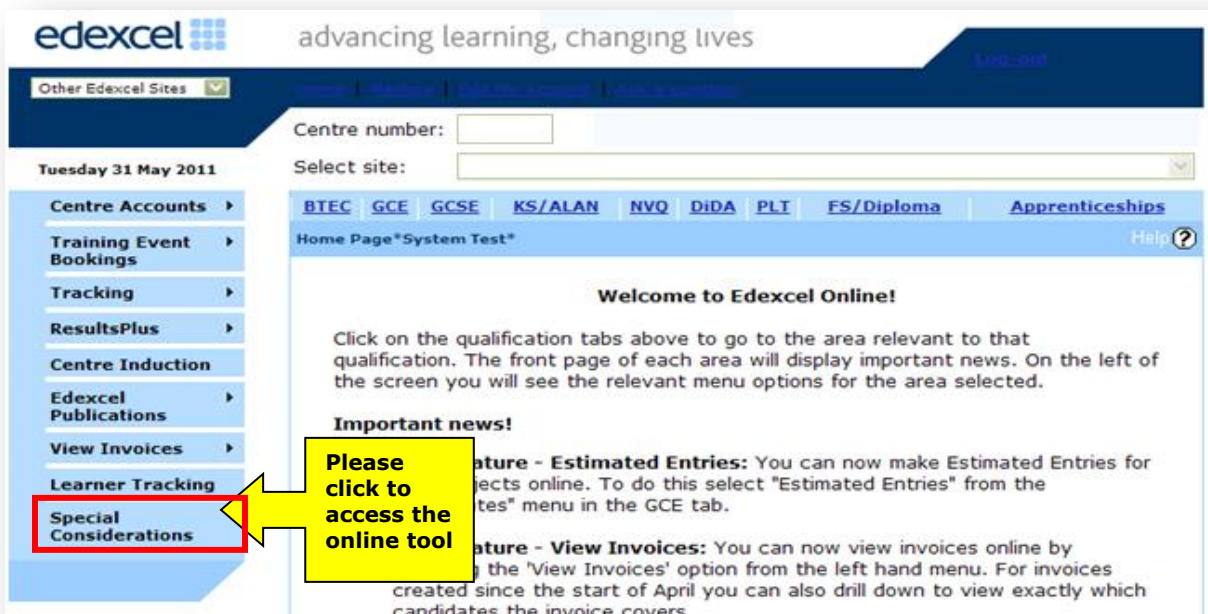
[Make another request](#)



Pearson

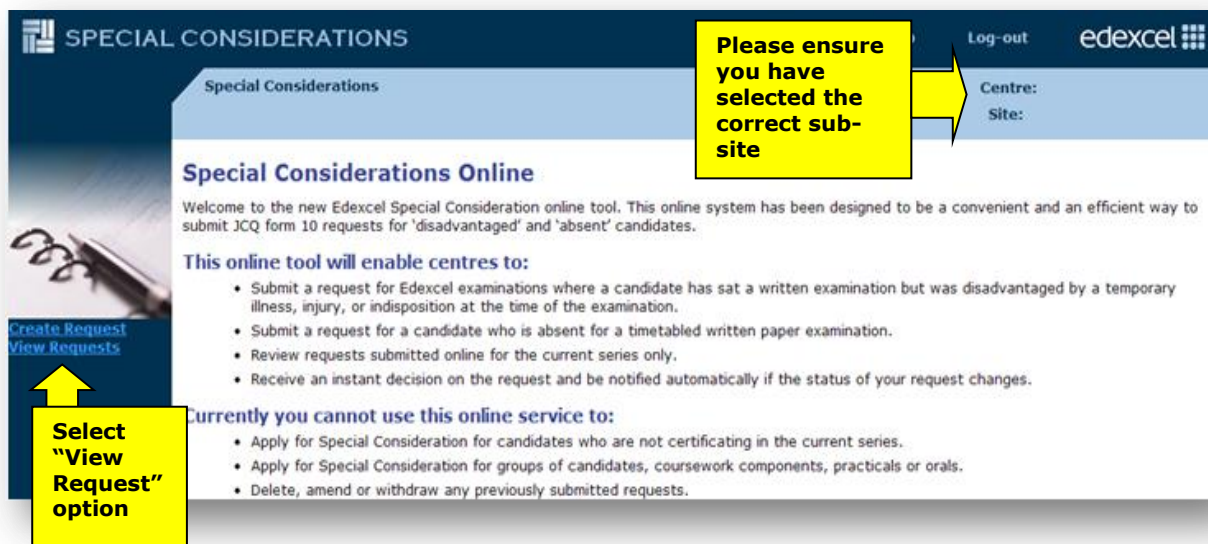
33. View Submitted request

- After logging on to Pearson Online using your username and password, click on the Special Considerations option on the lower left-hand side of the screen:
- This will direct you straight to the Special Consideration Online Tool (below).



Please note: If you are unable to access the link to the Special Considerations Online Tool, please contact Pearson to register for this service. If the link is shown but does not allow you to start up this option, you may not be an authorised user for this service at your centre. (Please see image below).

- Your centre number and name will be displayed at the top right hand-side of the





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screen.

- It is important that you select the correct sub-site, if appropriate.
- Click on the option 'View Request' found on the left-hand side of the screen. This will allow you to view a request already submitted. Alternatively, you can process a new request by clicking the 'Create Request' option.
-
- The screenshot below shows you the screen that will be displayed.

The screenshot shows the 'SPECIAL CONSIDERATIONS' web application interface. The top navigation bar includes 'Contact Us', 'Help', 'Log-out', and the 'edexcel' logo. The main content area is divided into two sections. The first section, titled 'Select a request type, qualification type and series', contains three dropdown menus: 'Select a request type' (with a dropdown arrow), 'Select a qualification type' (with a dropdown arrow), and 'Select a series' (displaying 'No Matching Series Available'). The second section, titled 'Enter one or more search criteria', features four input fields: 'Request Id', 'Candidate Number', 'Candidate Surname', and 'Candidate Forename', followed by a 'Unique Candidate Identifier (UCI)' field. A 'Search' button is located at the bottom right of this section. On the left-hand side of the interface, there is a vertical navigation menu with two options: 'Create Request' and 'View Requests', both of which are highlighted with red boxes.

- You will then be able to find the specific request(s) using either the request id or by completing partial search criteria.



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Request Id	Request Type	Date Created	Candidate Name	DOB	Centre Unit	Paper Title	Exam Date	Status	Action
SC62	Disadvantaged	01/06/2011		01/03/1995	36413 SGA3F 01	HUMAN ENVIRONMENT (F)	24/06/2010	Pending	View

- You will only be able to see those requests that you have submitted for the current examination series. If you need to see a request submitted for a previous series click the [Contact us](#) link at the top of the page, and complete the mail with the details of the request you require.
- We have now incorporated a new functionality which will allow you can export a csv a list all your requests that you have made using the Special Consideration Online Tool into a CSV file which you can download and keep for your record, instead of printing each application individually.

Request Id	Centre No	Candidate Number	Status
	10101		<input type="checkbox"/> Accepted <input type="checkbox"/> Hardcopy requested <input type="checkbox"/> Pending