Special consideration step-by-step guide

Please note, this is a general guide only. Refer to the special consideration guidelines for further information.

START

Is your application about an exam centre issue?

YES

Was extra time granted to compensate for the issue surrounding the incident?

YES

Was the incident significant enough to have a clear impact on your exam mark and verifiable by the invigilator?

NO

Special consideration is not generally applicable if compensation was granted on the day of the exam.

NO

Special consideration for exam environment issues are only applicable if verified by the invigilator and you can show that it would have had a clear impact on your exam mark.

Is your application about an ACA Professional or Advanced Level exam?

YES

Special consideration is only applicable for ACA Certificate Level exams if there was an exam centre issue that affected your performance. If you are aware of an issue before the exam, you should reschedule.

NO

Is your application about lateness or travel problems to the exam centre?

YES

Do you have independent verifiable evidence to support your application?

NO

Special consideration is not applicable for travel problems or arriving late to the exam.

NO

APPLICATION DECLINED

You have seven days to request a review of the decision to the Assessment Review Panel. If your application is still not successful, it will be passed to the Assessment Committee for the final decision.

Yes

APPLICATION ACCEPTED

If your exam result is below the pass mark and you have met the criteria, a special consideration will be granted and you will be notified on results day.

If application is accepted after review

If the Assessment Committee grants consideration, in most circumstances your mark will be voided, therefore you will not receive a result and the attempt at the exam will not be counted within your student records. If the application is about exam centre issues, in exceptional circumstances the Assessment Committee may make an adjustment to your mark.

Please note, this is a general guide only. Refer to the special consideration guidelines for further information.

You should now complete the online special consideration form along with any supporting documentation by visiting my.icaew.com/examsonline. We must receive this within 10 days from the exam.

Is your application about a personal situation?

NO

Special consideration applications for personal issues must be supported by independent evidence from an appropriate source. It’s up to you to supply this evidence.

YES

Is your application about an ACA Certificate Level exam?

NO

Yes

APPLICATION DECLINED

APPLICATION ACCEPTED