



## **POLICY ON SPECIAL CONSIDERATION**

This document concerns PMI's special consideration policy for qualifications. This policy is reviewed by PMI's Qualifications, Examinations and Assessment Committee.

This policy outlines the relevant arrangements, procedures and actions to be taken should special consideration be necessary.

### **Definitions**

Special consideration can be given to an individual who has temporarily experienced illness or injury or some other circumstance outside his or her control (such as problems at the exam centre such as noise or disturbance) that may have impacted on performance or attainment. It is most commonly relevant for examinations but may also be applicable for other assessment methods.

### **Reporting/requests for Special Consideration**

A student who believes special consideration may be necessary should report details as follows:

#### Matters occurring prior to the day of the examination

For example, illness during the study period. These should be reported to PMI ([KHoodless@pensions-pmi.org.uk](mailto:KHoodless@pensions-pmi.org.uk)) as soon as they are known/identified. Full details and, where applicable, medical or other evidence should be provided.

#### Matters occurring on the day of the examination

For example, illness on the day of the examination. These should be reported to the invigilator at the examination centre. Full details should then be provided to PMI as above. Details must be provided within **5 days** of the examination. In exceptional circumstances if this cannot be done full explanation should be provided, including the reason for the delay, as soon as possible.

### **Arrangements**

All requests and evidence will be considered by the relevant committee responsible. The decision of the committee is final PMI will confirm safe receipt of such requests and will advise if further information is required.

It should be noted that once examination results are finalised special consideration cannot be made.