



THE INSTITUTION OF FIRE ENGINEERS
Founded 1918 • Incorporated 1924

IFE Awarding Organisation Arrangements for Special Consideration and Deferral of Examinations

Introduction

The IFE provides the opportunity for candidates who have encountered unexpected disadvantages or severe situations outside of their control to apply for special consideration or the deferral of examinations. The arrangements are in place to support candidates who are affected by exceptional and unexpected situations.

Special Consideration: Where candidates take their examination, **special consideration** is the process by which the IFE makes a post-exam adjustment to a candidate's mark to make allowances for any unexpected adverse situation that could have affected performance in the examination.

Deferral: Where candidates are not able to attend on the day of the examination due to circumstances that are severe, unforeseen and outside of the control of the candidate, the IFE will consider providing a **deferral arrangement** for the candidate so that the candidate can take the examination at a later date.

All decisions on special consideration and deferral arrangements rest with the IFE.

Special Consideration

Any candidate who has experienced unexpected adverse circumstances outside of their control that could affect their performance in the examination can apply for special consideration. Examples of situations which could merit an application for special consideration include: illness, bereavement, temporary injury, disruption to an examination by noise/emergency or problems associated with the implementation of previously agreed reasonable adjustments.

In order to apply for special consideration, candidates **must** have attempted the examination. Special consideration will not be applied where candidates have not completed a sufficient proportion of the examination (ie at least 50%) for the examiner team to make a valid judgement on the candidate's ability.

In order to apply special consideration, the IFE will convene an expert panel to review applications for special consideration. In each instance, the panel will review:

- supporting evidence including any medical/doctor documents
- feedback from the examination centre where the candidate sat the examination
- the candidate's performance in the examination
- the candidate's performance in any other examinations taken during the examination period

If the panel members determine that there is justification for providing special consideration, a decision will be taken as to the additional marks that should be awarded to the candidate.

Additional marks will not usually exceed 5% of the total marks available for the paper.

Applying for Special Consideration

Candidates who wish to request special consideration should apply to the IFE using the appropriate form.

Requests for special consideration should be made **as soon as possible after the examination has been completed**. Where candidates need additional time in order to secure evidence from doctors or other sources, they should advise the IFE that this is the case. Please note that a maximum of **21** days from the date of the examination will be allowed for submission of all relevant documents – no additional information/applications will be accepted after the 21-day period has elapsed. The IFE will **not** accept applications without supporting documents. ***In no circumstances will requests for special consideration be accepted after results have been issued.***

All requests for special consideration **must** be supported by either:

- medical evidence
- a written statement of support from either the examination centre manager or the candidate's employer.

Each request for special consideration will be treated on its merits. The review process will take into account the following:

- the nature of the adverse situation and its potential impact
- the supporting evidence eg doctor's note, centre confirmation

The IFE will confirm receipt of the application. The review panel's meeting will take place prior to the issue of results; results for candidates making an application for special consideration will be issued at the same time as results are issued for all other candidates for the same examination.

Please note: the IFE reserves the right to reject requests for special consideration which do not comply with the description of unexpected adverse circumstances as set out in this document and/or which are not supported by appropriate evidence. **The IFE will observe a strict cut-off date of 21 days from the date of the examination and requests submitted after this date will not be processed.**

Deferral Arrangements

Deferral arrangements are in place to support those candidates who are not able to attend on the day of the examination due to **severe and unforeseen circumstances** that are outside of their control. Examples where deferral arrangements may be made include:

- unexpected severe illness or injury
- death/funeral of close family member (ie parent, child, sibling)
- unexpected surgery/medical treatment where it is not possible to change the timing of the appointment for medical reasons

The dates and times of the examinations, together with the syllabus, are available to candidates at the time when the examinations are booked and the IFE expects candidates to take responsibility for ensuring that they are able to attend on the day of the examination. Therefore the following situations are examples of situations where deferral arrangements will **not** be made:

- candidates have not prepared for the examinations eg due to a lack of time/changes in personal circumstances etc
- candidates have gone on holiday over the examination period
- candidates have changed jobs/shifts and have not arranged to have time off to take the examinations
- candidates have changed their employment arrangements (eg due to new job roles) and no longer need/wish to achieve IFE qualifications
- candidates are not able to attend due to alternative commitments such as alternative courses/examinations which have been arranged either by themselves or by their employers
- ongoing medical conditions that candidates were aware of at the time that they entered the examination
- new baby due within two weeks of the date of the examination
- family/personal arrangements eg the need to take children/family members to school/appointments on the day of the examination/house moves

Applying for Deferral Arrangements

Requests for deferral arrangements must be made in writing using the appropriate form. The form may be downloaded from the IFE's website. Requests must be supported by evidence eg medical document in the case of illness or confirmation from employer/examination centre in situations involving family bereavement/funeral.

Requests should be submitted as soon as candidates are aware of the issue that will prevent them from attending the examination.

The IFE will observe a strict cut-off date of 30 October 2018 in relation to the October 2018 examinations and requests submitted after this date will not be processed.

Please note: the IFE charges a fee for managing deferral arrangements. Further information regarding the fees can be found on the deferral application form.

Queries and IFE Contact Information

Candidates or centres who have queries on special consideration or deferrals should contact the IFE examinations team - exams@ife.org.uk