UAT-UK Special Consideration Policy

UAT-UK acknowledges and appreciates that applicants may suffer from serious and unforeseen circumstances, outside of their control, in the lead up to the test sitting and is committed to supporting students who are therefore unable to sit their test, or whose performance might be seriously impacted. This Policy sets out how such circumstances should be reported to UAT-UK, and how they will be considered.

This policy applies to those that fall ill or have other medical or personal circumstances that arise **before** their test booking.

If you suffer from any illness, injury, or other personal circumstances **from the time at which you enter the Test Centre, this should be reported as a test incident and is not covered by this policy**. Please refer to our **Test Incident Policy**.

1. General Principles

1.1 Candidates aware of any circumstances that might affect their performance on the day, should contact the UAT-UK office before they sit the test. This applies even if they fall ill or experience issues on the day of their test before they attend the Test Centre.

1.2 You must request special consideration from the UAT-UK office using the link on the left-hand navigation bar of your online account. **Only requests made via this channel will be reviewed and accepted.**

Note: Illness prior to testing MUST be reported to UAT-UK, and not Pearson Customer Services. No action will be taken on reports or medical evidence not received directly by UAT-UK prior to your scheduled test.

1.3 **Candidates who attend their test, without any communication with the UAT-UK office, are declaring that they are fit to test**. UAT-UK will not normally, therefore, take any action if illness, injury, or personal circumstances, that arose ahead of the test, are subsequently reported.

2. Injury, illness, or personal circumstances that may impact your test

2.1 Candidates experiencing moderate or major illness/injury or significant personal circumstances that may affect their ability to declare themselves 'fit to test' on the day of their booking, must fill out the special consideration form, via the left-hand navigation bar in their online account before sitting their test.

2.2 Moderate and major illness, injury, or personal circumstances deemed to be significant enough to take any action includes but is not limited to:

- Severe injury or serious physical or mental illness, resulting hospitalisation, significant medical treatment or significantly inhibiting your ability to get to your Test Centre.
- Flare up of a long-term, severe, medical, or psychological condition.
- Severe injury or serious physical, mental illness, or death of a parent/carer or other member of the immediate family or other recent, serious, and personal trauma. Immediate family would normally refer to any parent, guardian, sibling, child, spouse, or partner.

2.3 UAT-UK does not normally consider minor illness/injury or minor personal circumstances to be significant enough to take any action. This includes but is not limited to:

- Coughs, colds, headaches or minor infections, unless symptoms are particularly severe.
- Hay fever, stings, or minor allergic reactions
- Muscular or back pain or toothache
- Physical injury that does not impede your ability to take the test such as minor burns, scalds, bites, cuts, grazes, sprains, or strains.
- Normal exam-related stress
- General domestic/family/financial problems

2.4 Access arrangements will also not normally be approved for minor illness/injury or minor personal circumstances.

2.5 Conditions that are not supported with documentary evidence will not usually be accepted.

2.6 In order for any special consideration request to be accepted it must be unforeseen and/or out of the control of the applicant and must be directly related to the timing of the test sitting.

2.7 UAT-UK will not normally act where a candidate is on holiday, experiences work or other issues that impact their ability to attend their test or is delayed getting to the Test Centre.

2.8 For candidates sitting online-proctored tests, outside of a Pearson Test Centre, as well as those outlined in 2.7, UAT-UK will not normally act where a candidate experiences technical issues unrelated to the online-proctoring platform.

Note: Candidates are able to reschedule their test booking, up to 48 hours prior, without financial penalty, subject to Test Centre availability, if they are aware in advance they are not able to attend. If you are aware of a holiday, work commitment or other clash that would not qualify you for special consideration, we would advise you to reschedule using the 'Manage my Appointment' function in your online account.

3. Reporting injury, illness, or personal circumstances

3.1 UAT-UK will **not** normally act if you notify us of illness, injury or personal circumstances after the test has been taken. In attending the test, you declare that you are fit to take the test, or that you have notified the UAT-UK of your circumstances.

3.2 In limited circumstances, UAT-UK may allow a candidate to withdraw their implied fitness to test declaration after sitting, if they experienced exceptional circumstances close to their test date where their judgement was impaired, and they were unable to make a rational decision about whether they were well enough to test. You must notify the UAT-UK office within **5 working days** of sitting your test if you think

this applies to you. You can do so using the secure messaging function in your online account.

3.3 In order to report an injury, illness or personal circumstances affecting your ability to sit the test within the allocated test window you should fill out the special consideration form found via the link on the left-hand navigation bar of your online account. **Only requests made via this channel will be reviewed and accepted.**

4. What happens next?

Applicants to the University of Cambridge or the University of Oxford

4.1 If one of your UCAS application choices is either the University of Cambridge or the University of Oxford, your case will now be considered for special consideration.

4.2 Where we believe this may negatively impact your performance, or means you are unable to attend your test, and is aligned with the rules and evidence requirements stipulated in the policy above, your case will be assigned a severity score, and this will be passed onto the relevant Admissions Office.

4.3 Candidates who cancel more than 48 hours in advance of their test and do not rebook will not be matched to UCAS data, and so no information will be sent to the institutions to which they have applied. This includes any special consideration information. In this case, you will need to contact the relevant Admissions Office to explain the reason you are unable to sit the test.

4.4 If you have also applied to any other UAT-UK institution, please also read clauses 4.5-4.10. If you **do not** attend your October booking, you will still need to sit the test in January.

Applicants to all other UAT-UK Institutions

4.5 **If you are able to attend your test**, and have reported illness, injury, or personal circumstances to UAT-UK, your case will now be considered for special consideration.

4.6 Where we believe this may negatively impact your performance, and is aligned with the rules and evidence requirements stipulated in the

policy above, your case will be assigned a severity score, and this will be passed onto the university admissions office alongside your test score.

4.7 **If you are unable to attend your October test** owing to illness, injury or personal circumstances, you **must** re-book your test for the January sitting.

4.8 If you have made an application to the University of Cambridge or the University of Oxford, as well, and you qualify for special consideration, this will be noted against your Cambridge or Oxford application only.

4.9 **If you are unable to attend your January test**, owing to illness, injury or personal circumstances, and are therefore unable to re-book, your case will be considered for special consideration as set out in clause 4.6.

4.10 Candidates sitting in January, who cancel more than 48 hours in advance of their test, and do not rebook will not be matched to UCAS data, and so no information will be sent to the institutions to which they have applied. This includes any special consideration information. In this case, you will need to contact the admissions office at your chosen institutions to explain the reason you are unable to sit the test.

Notes for all candidates

4.11 Where special consideration is granted, the institution will see the severity score **only**. UAT-UK will not provide additional details.

4.12 Each university institution retains discretion to take account of these circumstances however they see fit, within their admissions processes and decision-making procedures.

4.13 On occasion the UAT-UK office might offer to communicate with the relevant institution to provide an explanation of the candidate's specific circumstances, only with express permission and/or at the request of the candidate.

4.14 Where there has been very serious injury, illness, or personal circumstances that have arisen within 48 hours of your test booking, UAT-UK may choose to reimburse your test fee or provide you with a code to re-book, free of charge, in the second test sitting, where applicable. Please note that the January test sitting will not be available to Cambridge or Oxford applicants unless you are a mature applicant

applying to a mature college with a January admissions deadline at the University of Cambridge, or an applicant to the Astrophoria Foundation Year at the University of Oxford which also has a January admissions deadline.

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