



# Portfolio of evidence regulations supplement – Special consideration and malpractice

This is a supplement to information in the [Cambridge Handbook](#) about special consideration (section 5.5) and malpractice (section 5.6). This regulations supplement is published in accordance with Introduction clause 7 of the Cambridge Handbook and forms part of our Agreement with you. You must read this supplement together with the Cambridge Handbook and the [Collecting a portfolio of evidence guidance](#) on our website.

## I. Special consideration

- 1.1. Due to the difference in providing a portfolio of evidence compared to the normal assessment route, some aspects of special consideration (section 5.5 of the Cambridge Handbook) are different.
- 1.2. The portfolio of evidence entry is a single component with 100 percent weighting. There are no other components to base a calculation on.
- 1.3. 'Absent for an acceptable reason' is not available for the portfolio of evidence route.
- 1.4. If a candidate is absent when a piece of evidence is being generated, or the evidence goes missing, gets damaged or corrupted, or there is otherwise a shortfall in a piece of evidence, you should replace the piece of evidence.
- 1.5. If you are unable to locate a third piece of evidence, you should withdraw the entry, as the candidate will not have access to the full set of marks available.
- 1.6. 'Present but disadvantaged' is only available if a candidate is affected by unexpected and adverse circumstances while producing one or more of their pieces of evidence and you cannot replace the evidence.
- 1.7. If one or more pieces of evidence have been affected by adverse circumstances, you can apply for "present but disadvantaged", detailing how many pieces of evidence were affected in your application.
- 1.8. Coursework-related special consideration is not available for candidates on portfolio of evidence. See 1.5 and 1.6 of this regulations supplement.
- 1.9. See [our website](#) for more information on applying for special consideration.



### Important dates

Applications can be made in [Direct](#) from these dates:

- **June series: 1 March**
- **November series: 1 September**

You must apply for Special Considerations within seven days after the Portfolio of Evidence submission deadline. See the submission timetable for more information.



### Administrative forms

Forms available from the Support Materials section of [Direct](#):

- Special consideration: Exam day – Form 7

# Portfolio of evidence regulations supplement – Special consideration and malpractice continued

## 2. Malpractice

- 2.1. Preventing and detecting of malpractice applies with equal importance to the portfolio of evidence route as it does to the normal assessment route.
- 2.2. You must only submit portfolios to us if you can confirm that the work included in every portfolio is authentic, which means that it is the candidate's own, unaided work. You must confirm this under section C of the [Rationale Document](#) for each syllabus.
- 2.3. You must also be able to confirm that the work included in the portfolio of evidence is the candidate's first and only response to the task. You must confirm this under section C of the [Rationale Document](#) for each syllabus.
- 2.4. You must not submit a portfolio of evidence to us that you know, or suspect, does not comply with sections 2.2 and 2.3 of this regulations supplement.
- 2.5. Where possible you should replace any evidence in the portfolio that does not comply with sections 2.2 and 2.3 of this regulations supplement. If this is not possible you must withdraw the entry.
- 2.6. If you become aware after submitting a portfolio that one or more pieces of evidence may not comply with sections 2.2 and 2.3, your Head of Centre must report this to us on the same day or no later than 12:00 noon, local time, the following working day. See [our website](#) for instructions on reporting malpractice to us.
- 2.7. When we have received the relevant malpractice form, the regulations under section 5.6 of the Cambridge Handbook will apply as normal.
- 2.8. It may also be considered centre staff malpractice if the pieces of evidence included within the portfolio repeatedly cover the same narrow range of syllabus content or assessment objectives.



### Administrative forms

Forms available from

[www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms)

- Notification of Suspected Centre Staff Malpractice: Exam Day – Form 9a
- Suspected Centre Staff Malpractice Report: Exam Day – Form 9b
- Suspected Candidate Malpractice Report: Exam Day – Form 9c

**Learn more!** For more exams officer information, visit [www.cambridgeinternational.org/examsofficers](http://www.cambridgeinternational.org/examsofficers) or contact our Customer Services team on 01223 553554 or email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

We are committed to making our documents accessible in accordance with the WCAG 2.2 Standard. We are always looking to improve the accessibility of our documents. If you find any problems or you think we're not meeting accessibility requirements, contact our team: [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

If you need this document in a different format contact us at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) telling us your name, email address and requirements and we will respond within 15 working days.