



1. TITLE: PROCEDURE: SPECIAL CONSIDERATION IN SUMMATIVE ASSESSMENT – INCLUDING SPECIAL EXAMINATION ARRANGEMENTS

- 1.1 Policy reference: Special Consideration In Summative Assessment Policy – Including Special Examination Arrangements (CO-A-003-02)
- 1.2 Category: Academic – Assessment
- 1.3 Approval date: July 2024
- 1.4 Approved by: Head of Learning
- 1.5 Effective date: July 2024
- 1.6 Review/Revision date: July 2025
- 1.7 Unit responsible: Academic team

2. Purpose

This document is to provide registrars with a clear process for formally applying to The Royal New Zealand College of General Practitioners (‘the College’) for special consideration in summative assessment (Written and/or Clinical examinations or Fellowship Assessment) or special examination arrangements.

3. Scope

This procedure applies to all registrars undergoing summative assessment (Written and Clinical examinations or Fellowship Assessment) in the General Practice Education Programme (‘GPEP’ or ‘the programme’) who are applying for Special Consideration in Summative Assessment or Special Examination Arrangements.

4. Definitions

All definitions are available in the College’s *Academic Regulatory Framework for Quality Assurance*.

5. Procedures

5.1 Procedure for a Special Consideration in Summative Assessment and/or Special Examination Arrangements application

Step	Action	Recommended timeframes
Procedure for Special Arrangements		
1.	<p>Candidate completes the Application for Special Consideration in Summative Assessment/Special Examination Arrangements form and submits it to the Head of Learning (or delegate).</p> <p>The candidate must provide supporting information to address the grounds for the request for special consideration.</p>	At time of examination registration or at least thirty (30) days prior to the assessment.
2.	The College acknowledges receipt of the application.	Within three (3) working day of receiving the completed application form.
3.	<p>The Head of Learning (or delegate) evaluates the application and recommends to the Censor in Chief any of the following actions:</p> <ul style="list-style-type: none"> > grant Special Arrangements in accordance with possible outcomes as per the policy; or > decline Special Arrangements. 	As soon as is appropriate.
4.	<p>The candidate is formally notified in writing of the outcome decision.</p> <p>If the application is granted, the written communication will contain the specific outcomes.</p> <p>If the application is rejected, the written communication will contain:</p> <ul style="list-style-type: none"> > the reasons for the application being rejected > instructions on how the candidate can apply to have the decision reviewed. 	As soon as is appropriate.
Pre-assessment Procedure for Special Consideration		
5.	<p>Candidate completes the Application for Special Consideration in Summative Assessment/Special Examination Arrangements form and submits it to the Head of Learning (or delegate).</p> <p>The candidate must provide supporting information to address the grounds for the request for special consideration.</p>	At least four (4) working days (where possible) prior to the summative assessment.
6.	The College acknowledges receipt of the application.	Within three (3) working days of receiving the completed application form.

7.	The Head of Learning (or delegate) evaluates the application and recommends to the Censor in Chief any of the following actions: <ul style="list-style-type: none"> › Grant Special Consideration in accordance with possible outcomes as per the policy; or › Decline Special Consideration. 	As soon as is appropriate.
8.	The candidate is formally notified in writing of the outcome decision. If the application is granted, the written communication will contain the specific outcomes. If the application is rejected, the written communication will contain: <ul style="list-style-type: none"> › the reasons for the application being rejected › instructions on how the candidate can apply to have the decision reviewed. 	As soon as is appropriate.
9.	The outcome decision is recorded on the College database.	Immediately following the formal notification of the outcome decision to the candidate.
Post-assessment Procedure for Special Consideration		
10.	Candidate completes the Application for Special Consideration in Summative Assessment/Special Examination Arrangements form and submits it to the Head of Learning (or delegate). The candidate must provide supporting information to address the grounds for the request for special consideration.	Within four (4) working days of the summative assessment
11.	The College acknowledges receipt of the application.	Within one (1) to three (3) working days of receiving the completed application form.
12.	The Head of Learning (or delegate) evaluates the application and recommends to the Censor in Chief any of the following actions: <ul style="list-style-type: none"> › Grant Special Consideration in accordance with possible outcomes as per the policy; or › Decline Special Consideration. 	As soon as is appropriate.

13.	<p>The candidate is formally notified in writing of the outcome decision.</p> <p>If the application is granted, the written communication will contain the specific outcomes.</p> <p>If the application is rejected, the written communication will contain:</p> <ul style="list-style-type: none"> > the reasons for the application being rejected > instructions on how the candidate can apply to have the decision reviewed. 	<p>Within ten (10) working days after the release of results.</p>
14.	<p>The outcome decision is recorded on the College database</p>	<p>Immediately following the formal notification of the outcome decision to the candidate.</p>

6. Related policies, documents and legislation

- > Academic Regulatory Framework for Quality Assurance
- > Special Consideration in Summative Assessment Policy – including Special Examination Arrangements (CO-A-003-02)
- > Application for Special Consideration in Summative Assessment – including Special Examination Arrangements
- > Reconsideration of Examination Results application form
- > GPEP Written and Clinical Examinations Rules
- > Appeals Policy (CO-A-002-06)

7. Administrative procedures

7.1 Promulgation of published procedure

This procedure will be available via the College website.