



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

- 1.1 Policy reference: 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. Policy declaration**

**2.1 Purpose**

This policy sets out the mechanisms for registrars to apply for special consideration and/or special examination arrangements for a summative assessment (Written and/or Clinical examination or Fellowship Assessment). It defines the scope and range of applications and possible outcomes.

This policy should be read with the College’s Appeals Policy (CO-A-002-06). The Appeals Policy applies when a registrar who is dissatisfied with the outcome of a special consideration in assessment, a request for recount of marks or a reconsideration of examination results wishes to formally appeal that decision.

**3. Background**

**3.1 Objectives**

This policy sets out the process for considering the particular circumstances that may affect a registrar and the special provisions or arrangements available to alleviate the impact of those circumstances. Special consideration does not excuse a registrar from meeting a requirement or performance standard for summative assessments.

**3.2 In scope**

Registrars undergoing the following summative assessments: Written examinations, Clinical examinations, and Fellowship Assessment.

### 3.3 Out of scope

The following are not covered by this policy:

- the Division of Rural Hospital Medicine's (the Division's) Rural Hospital Medicine Training Programme
- exhausted examination attempts
- exhausted time limits to complete training
- a candidate that has breached the GPEP Written and Clinical Examination Rules
- a candidate that has not met the requirements for the Fellowship assessment visit
- a decision by the Censor in Chief that a candidate has breached the GPEP Written and Clinical Examination Rules.\*

## 4. Definitions

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

## 5. General policy

### 5.1 Special Consideration in Summative Assessment – including Special Examination Arrangements

Special Consideration/Special Examination Arrangements may be applied for circumstances not ordinarily encountered or anticipated and beyond the control of a registrar.

#### 5.1.1 An application for special consideration will not be progressed when:

- a candidate has attained a pass or a conceded pass for a written or clinical examination.
- an application has been completed on behalf of another registrar, except under extraordinary circumstances (e.g. candidate illness)

#### 5.1.2 Grounds for Special Consideration/Special Examination Arrangements

- **Permanent and/or long-standing impairment:** A permanent or long-standing condition that may limit the participation or performance of a registrar.
- **Breastfeeding (examinations only):** The College will endeavour to arrange a suitable room, with refrigeration facilities, for nursing and/or expressing milk prior to or immediately after the examination.
- **Temporary impairments – medical grounds:** Acute medical condition or serious injury that may cause substantial disruption to a registrar's preparation for or performance during an examination, prevent attendance at the examination or impact a work-based assessment.
- **Non-medical compassionate grounds or serious disruption:** Situations that may cause substantial disruption to a registrar's preparation for or performance during assessment or prevent attendance at or submission of the assessment.

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\* These decisions may be appealed on the grounds set out in the Appeals Policy (CO-A-002-06).

- **Essential commitments:** Considerations due to religious or cultural observance prohibiting participation in an assessment at a particular time, significant societal obligations or legal commitments.
- **Technical problems during examination:** Circumstances resulting in a significant disturbance to the normal course of the examination which could reasonably be expected to have hindered an individual registrar's performance and where satisfactory adjustment to allow for such circumstances could not be made on the day.

Any other circumstances that do not fall within the stated categories above may be considered under exceptional circumstances by the College on a case-by-case basis.

## 5.2 Applications for Special Examination Arrangements prior to the assessment

5.2.1 An application may be made to request special arrangements for an examination based on the following grounds:

### a. Disability grounds

The College will endeavour to provide the optimal assessment environment for candidates with a disability. Individuals applying for special examination arrangements may be given approval for the use of specialised equipment, aids or special examination conditions as a result of a disability. The application for special consideration should clearly outline the requirements and special arrangements requested.

Applications must be accompanied by relevant supporting documentation. This documentation must include:

- i. a medical report or certificate confirming the nature of the disability and substantiating the grounds for the special examination arrangements application; and
- ii. clear instructions for the provision of specified requirements.

Applications are to be made either at the time of registration/application for the examination(s) or at least thirty (30) working days prior to the scheduled examination date.

### b. Breastfeeding

The College will endeavour to arrange a suitable room, with refrigeration facilities, for nursing and/or expressing milk prior to or immediately after the examination.

Applications are to be made either at the time of registration for the examination(s) or at least thirty (30) working days prior to the scheduled examination date.

## 5.3 Applications for Special Consideration prior to the examination or Fellowship Assessment

An application may be made to request deferral of an assessment or special consideration of circumstances based on the following grounds:

Temporary impairment, compassionate grounds, essential commitments and other seriously disruptive events that occur prior to the commencement of the assessment, causing the candidate to seek a deferral of an assessment attempt prior to the date of the assessment.

- > **Examinations:** Applications are to be made within four (4) working days prior (if possible) to the summative assessment date. Applications will not be accepted once the assessment has started.
- > **Fellowship Assessment:** Applications must be made at least fifteen (15) working days prior to the assessment date.

#### 5.3.1 Medical grounds

Applications **must** be accompanied by a medical certificate from the treating practitioner that details the following:

- a. The date on which the medical practitioner examined the individual, which should be prior to or on the date of the scheduled assessment; and
- b. The severity of the medical condition; and
- c. The medical practitioner's opinion on the effect of the condition on the ability of the individual to present for the assessment.

#### 5.3.2 Compassionate grounds

Applications **must** be accompanied by relevant supporting documentation. This documentation may include:

- a. a bereavement notice and statutory declaration stating relationship to deceased
- b. a notice from the treating practitioner where illness of a close relative is involved
- c. a copy of a police incident report
- d. official documentation outlining the circumstances impacting the candidate's ability to complete the assessment (completed by a medical practitioner, counsellor etc).

#### 5.3.3 Essential commitments

Considerations due to religious or cultural observance prohibiting participation in an assessment at a particular time, significant societal obligations or legal commitments.

### 5.4 Applications for Special Consideration for events that occur on the day of the assessment

Applications are to be made within four (4) working days after the summative assessment date.

#### 5.4.1 Medical grounds – temporary impairment

Applications **must** be accompanied by a medical certificate from the treating practitioner that details the following:

- a. The date on which the medical practitioner examined the individual, which should be prior to or on the date of the scheduled assessment; and
- b. The severity of the medical condition; and
- c. The medical practitioner's opinion on the effect of the condition on the ability of the individual to present for the assessment.

#### 5.4.2 **Compassionate grounds**

Applications **must** be accompanied by relevant supporting documentation. This documentation may include:

- a. A bereavement notice and statutory declaration stating relationship to deceased
- b. A notice from the treating practitioner where illness of a close relative is involved
- c. A copy of a police incident report
- d. A letter outlining the circumstances impacting the candidate's ability to complete the assessment task.

#### 5.4.3 **Technical or procedural issues encountered during an examination**

- a. If a technical or procedural issue is encountered during an examination, the candidate must make the examiner or invigilator aware immediately at the time of the issue.
- b. Where possible, the outcome for a technical or procedural issue encountered during an examination is resolution of the issue and/or compensation for this during the examination.

### 5.5 **Outcomes of Special Consideration in Assessment or Special Examination Arrangements**

#### 5.5.1 **Possible outcomes:**

##### a. **Pre-assessment**

- > Special assessment arrangements approved.
- > Approval to withdraw from the assessment and defer.

##### b. **Post-assessment when the assessment has been attempted**

- > Attempt designated a deferral to re-sit at next available opportunity.
- > Completed examination designated an attempt.
- > Completed examination designated a no attempt and approved as deferral to re-sit at the next available opportunity.

**Refer Appendix A: Timelines and possible outcomes**

## 6. **Related policies, documents and legislation**

- > Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- > Application for Special Consideration in Summative Assessment – including Special Examination Arrangements
- > Reconsideration of Examination Results
- > GPEP Written and Clinical Examinations Rules
- > Appeals Policy (CO-A-002-06)

## 7. **Administrative procedures**

### 7.1 **Promulgation of published policy**

This policy will be available via the College website.

## Appendix A: Timelines and possible outcomes

	Grounds for application:	Application deadline:	Documentation required:	Recommended decision made by:	Decision approved by:	Possible outcomes* for successful applications:
Pre-assessment applications	<b>Applications for special examination arrangements</b>					
	<b>Disability grounds</b> Permanent or long-standing impairment that may limit the performance of a registrar – occurred prior to commencement of examination.	At time of exam registration/application or at least thirty (30) days prior to assessment.	As per the Application Guide	Head of Learning	Censor in Chief	Special examination arrangements, e.g. <ul style="list-style-type: none"> <li>&gt; Advice to examiners</li> <li>&gt; Food/medication permitted</li> <li>&gt; Physical aids/equipment</li> <li>&gt; Additional time for written examination (not applicable for clinical examination).</li> </ul>
	<b>Breastfeeding</b>	At time of exam registration or at least thirty (30) days prior to examination.				The College will endeavour to arrange a suitable room, with refrigeration facilities, for nursing and/or expressing milk prior to or immediately after the examination.

\* Examples of possible outcomes include allocations, provisions, refund. Not all outcomes are available for all assessments.

	Grounds for application:	Application deadline:	Documentation required:	Recommended decision made by:	Decision approved by:	Possible outcomes* for successful applications:
Pre-assessment applications	<b>Applications for special consideration</b>					
	<b>Temporary impairments – medical grounds:</b> Acute medical condition or serious injury that may cause substantial disruption to a registrar’s preparation for or performance during an examination.	<b>Examinations</b> Application at least four (4) working days (where possible) prior to the summative assessment.  <b>Fellowship assessment</b> Applications must be made at least fifteen (15) working days prior to the assessment.  Applications will not be accepted once the assessment has begun.	As per the Application Guide	Head of Learning	Censor in Chief	Permission to withdraw from the assessment and defer without financial penalty.
	<b>Non-medical compassionate grounds or serious disruption:</b> Situations that may cause substantial disruption to a registrar’s performance during examination.	<b>Examinations</b> Application at least four (4) working days (where possible) prior to the summative assessment.  <b>Fellowship assessment</b> Applications must be made at least fifteen (15) working days prior to the assessment.  Applications will not be accepted once the assessment has begun.	As per the Application Guide	Head of Learning	Censor in Chief	Permission to withdraw from the assessment and defer without financial penalty.

\* Examples of possible outcomes include allocations, provisions, refund. Not all outcomes are available for all assessments.

	Grounds for application:	Application deadline:	Documentation required:	Recommended decision made by:	Decision approved by:	Possible outcomes* for successful applications:
Pre-assessment applications	<p><b>Essential commitments:</b></p> <p>Considerations due to religious or cultural observance prohibiting participation in an assessment at a particular time, significant societal obligations or legal commitments.</p>	<p><b>Examinations</b></p> <p>Application at least four (4) working days (where possible) prior to the summative assessment.</p> <p><b>Fellowship assessment</b></p> <p>Applications must be made at least fifteen (15) working days prior to the assessment.</p> <p>Applications will not be accepted once the assessment has begun.</p>	As per the Application Guide	Head of Learning	Censor in Chief	Permission to withdraw from the assessment and defer without financial penalty.
During assessment	<b>Technical or procedural issues</b>	Candidate must make examiner aware immediately at time of issue.	As per the Application Guide	Head of Learning	Censor in Chief	Resolution during assessment, where possible.

\* Examples of possible outcomes include allocations, provisions, refund. Not all outcomes are available for all assessments.



	Grounds for application:	Application deadline:	Documentation required:	Recommended decision made by:	Decision approved by:	Possible outcomes* for successful applications:
Post-assessment applications	<b>Technical or procedural issues<sup>†</sup></b> that could not be compensated or resolved during the assessment.	Application within four (4) working days of summative assessment date.	As per the Application Guide	Head of Learning	Censor in Chief	Attempt designated a withdrawal rather than a failure.  Re-sit assessment at next available opportunity with no examination fee.
	<b>Temporary impairment</b> occurred during assessment – candidate opted to complete assessment.	N/A	N/A	N/A	N/A	Completed assessment is designated an attempt.
	<b>Temporary impairment</b> occurred during assessment – candidate unable to complete assessment.	Application within four (4) working days of summative assessment date.	As per the Application Guide	Head of Learning	Censor in Chief	Decision made on a case-by-case basis. Outcomes may include:  Assessment designated an attempt, no attempt or withdrawal.
	<b>Medical, non-medical compassionate grounds or serious disruption:</b>  Situations that occur on the day of the examination which prevent the candidate attending the examination.	Application within four (4) working days of summative assessment date.	As per the Application Guide	Head of Learning	Censor in Chief	Decision made on a case-by-case basis. Outcomes may include:  Assessment designated an attempt, no attempt or withdrawal.

\* Examples of possible outcomes include allocations, provisions, refund. Not all outcomes are available for all assessments.

† Candidate must make the examiner aware at the time of issue and record/document incident.