



1. TITLE: SPECIAL CONSIDERATION IN ASSESSMENT AND RECONSIDERATION OF EXAMINATION RESULTS PROCEDURE

- 1.1 Policy reference: Special Consideration in Assessment and Reconsideration of Examination Results Policy (CO-A-003-02)
- 1.2 Category: Academic – Assessment
- 1.3 Approval date: July 2020
- 1.4 Approved by: Chief executive
- 1.5 Effective date: September 2020
- 1.6 Review/revision date: July 2021
- 1.7 Unit responsible: Academic team

2. Purpose

This procedure provides registrars with a clear process for formally applying to The Royal New Zealand College of General Practitioners (the College) for special consideration in assessment (written and clinical examinations), a recount of marks and/or a reconsideration of written and/or clinical examination final results.

3. Scope

This procedure applies to all registrars undergoing summative assessment (written and clinical examinations) in the General Practice Education Programme (GPEP or the programme) who are applying for special consideration in assessment or reconsideration of examination results.

4. Definitions

All definitions are available in the College's Academic Regulatory Framework for Quality Assurance (CO-A-001-00).

5. Procedures

5.1 Procedure for a special consideration in assessment application

Step	Action	Recommended timeframes
1.	<p>Candidate completes the Special Consideration in Assessment application form and submits it to the head of learning (or delegate).</p> <p>The candidate may provide supporting information to address the grounds for the request for special consideration.</p>	<p>At least four (4) working days (where possible) prior to the summative assessment date;</p> <p>OR:</p> <p>Up to four (4) working days after sitting a scheduled summative assessment.</p>
2.	The College acknowledges receipt of the application.	Within one (1) 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 consideration; or > withhold special consideration. 	<p>Prior to the summative assessment date:</p> <p>As soon as is appropriate.</p> <p>After the assessment date:</p> <p>Within ten (10) working days of receiving the completed application form.</p>
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. 	<p>Prior to the summative assessment date:</p> <p>As soon as is appropriate.</p> <p>After the assessment date:</p> <p>Within ten (10) working days of receiving the completed application form.</p>
5.	The outcome decision is recorded in the College database (iMIS, Objective).	Immediately following the formal notification of the outcome decision to the candidate.
6.	<p>If a candidate wishes to make an application for review of the decision, the candidate must submit a request in writing to the chief executive.</p> <p>The candidate must provide supporting information for the review.</p> <p>If the chief executive determines in their absolute discretion that there are insufficient grounds for an application, the College will not be obliged to consider the application.</p>	Within fourteen (14) working days of receiving the formal outcome decision from the College.

Step	Action	Recommended timeframes
7.	The chief executive makes a determination with regard to the merits of the application for review. The chief executive may determine to do any of the following actions: <ul style="list-style-type: none"> > grant special consideration; or > withhold special consideration. 	Within ten (10) working days of receiving the application.
8.	The candidate is formally notified in writing of the outcome decision.	Within twenty (20) working days of receipt of request for review.
9.	The outcome decision is recorded in the College database (iMIS, Objective).	Immediately following the formal notification of the outcome decision to the candidate.
10.	If the candidate is not satisfied with the outcome, they may formally appeal the decision. The appeals process applies.	Within ten (10) working days of receiving the formal outcome decision from the College.

5.2 Procedure for a recount and/or a reconsideration of examination results application

Step	Action	Recommended timeframes
1.	<p>The College sends formal notification of final examination results (written and clinical) to all applicable candidates.</p> <p>The written notification will set out the:</p> <ul style="list-style-type: none"> > right of the candidate to request a reconsideration of the decision within ten (10) working days of receipt of the notification; > contact details of the head of learning (or delegate) for reconsideration applications. 	By the end of January following the previous year of the summative examinations.
2.	If a candidate wishes to request reconsideration of their final examination results, they must complete the Reconsideration of Examination Results application form and submit it to the head of learning (or delegate).	Must be submitted to the College within ten (10) working days of the candidate being notified of the relevant examination result, unless exceptional circumstances exist (e.g. serious illness or a bereavement).
3.	The College acknowledges receipt of the application.	Within two (2) working days of receiving the completed form.
4.	<p>The head of learning (or delegate) reviews/ evaluates the application and recommends a decision to the censor in chief. The final decision will be one of the following:</p> <ul style="list-style-type: none"> > The candidate's original result is upheld. > The candidate's original result is adjusted. > The candidate is permitted to re-sit the examination without having to pay the applicable fee, when the examination is next held. > The candidate is given the opportunity to sit an alternative assessment. 	Within ten (10) working days of receiving the application.
5.	The candidate is formally notified in writing of the outcome decision	Within five (5) working days after completing the evaluation
6.	The outcome decision is recorded on the College database (IMIS, Objective).	Immediately following the formal notification of the outcome decision to the candidate
7.	If the candidate is not satisfied with the outcome, they may formally appeal the decision. The appeals process applies.	Within ten (10) working days of receiving the formal outcome decision from the College.

NOTE: All correspondence relating to applications, including the application form and associated documentation must be saved by the College into the registrar's file in iMIS/Objective.

6. Related policies, documents and legislation

- › Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- › Special Consideration in Assessment and Reconsideration of Examination Results Policy (CO-A-003-02)
- › Special Consideration in Assessment application form
- › 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 intranet and website.