

# Special Consideration for Assessment Policy Application Guide and Form

This document should be read in conjunction with the **Special Consideration for Assessment policy and appendices**, found on the [Education Policy webpage](#).

## Overview

This policy sets out the process of considering the particular circumstances affecting a trainee and the special provisions or arrangements available to alleviate the impact of those circumstances. Special consideration does not excuse a trainee from meeting a requirement, or performance standard for examinations or work-based assessments.

Applications for special consideration should be made prospectively where possible and by the published deadline in the Outcome Summary Table (Policy Appendix A) in all cases. Deadlines will vary depending on the category of exceptional circumstances (Policy Appendix B) applied for. Applications for special consideration must be made using the special consideration application form attached below.

## Outcomes of an application for special consideration

As per the policy, outcomes of an application for special consideration are:

Type of request	Outcomes
<b>Pre-examination request</b> (Relating to essential commitments, temporary or permanent/longstanding impairment, temporary impairment or compassionate grounds and other seriously disruptive events that occurred pre-exam)	Outcomes will specify particular: <ol style="list-style-type: none"> <li>1. Provisions (i.e., advice to examiners, permission to bring food/medication, physical aids/equipment, modification of assessment procedure)</li> <li>2. Allocation within designated exam period</li> <li>3. Permission to withdraw from the assessment without financial penalty</li> </ol> <p>*Types of assistance to be provided during an assessment will be limited to what might be reasonably expected to be available within the normal workplace of an RACP trainee.</p>
<b>Technical or procedural issues</b>	Compensation or resolution during the course of assessment, where possible
<b>Post-examination requests</b> (Relating to temporary impairment which occurred during the exam, technical or procedural issues that could not be compensated or resolved during the examination)	Outcomes will specify: <ol style="list-style-type: none"> <li>1. Potential redesignation of exam status (i.e. from an attempt to withdrawal)</li> <li>2. Potential refund of exam fees</li> <li>3. Compensation during the course of exam, where possible (specifically in relation to technical or procedural issues.)</li> </ol> <p>*A supplementary exam attempt is only an option for clinical examinations where significant technical or procedural issues have occurred and will be determined by the RACP.</p>
<b>Work-based assessment request</b>	Outcomes will specify a time extension or other appropriate special arrangement to enable completion and/or submission of the requirement.

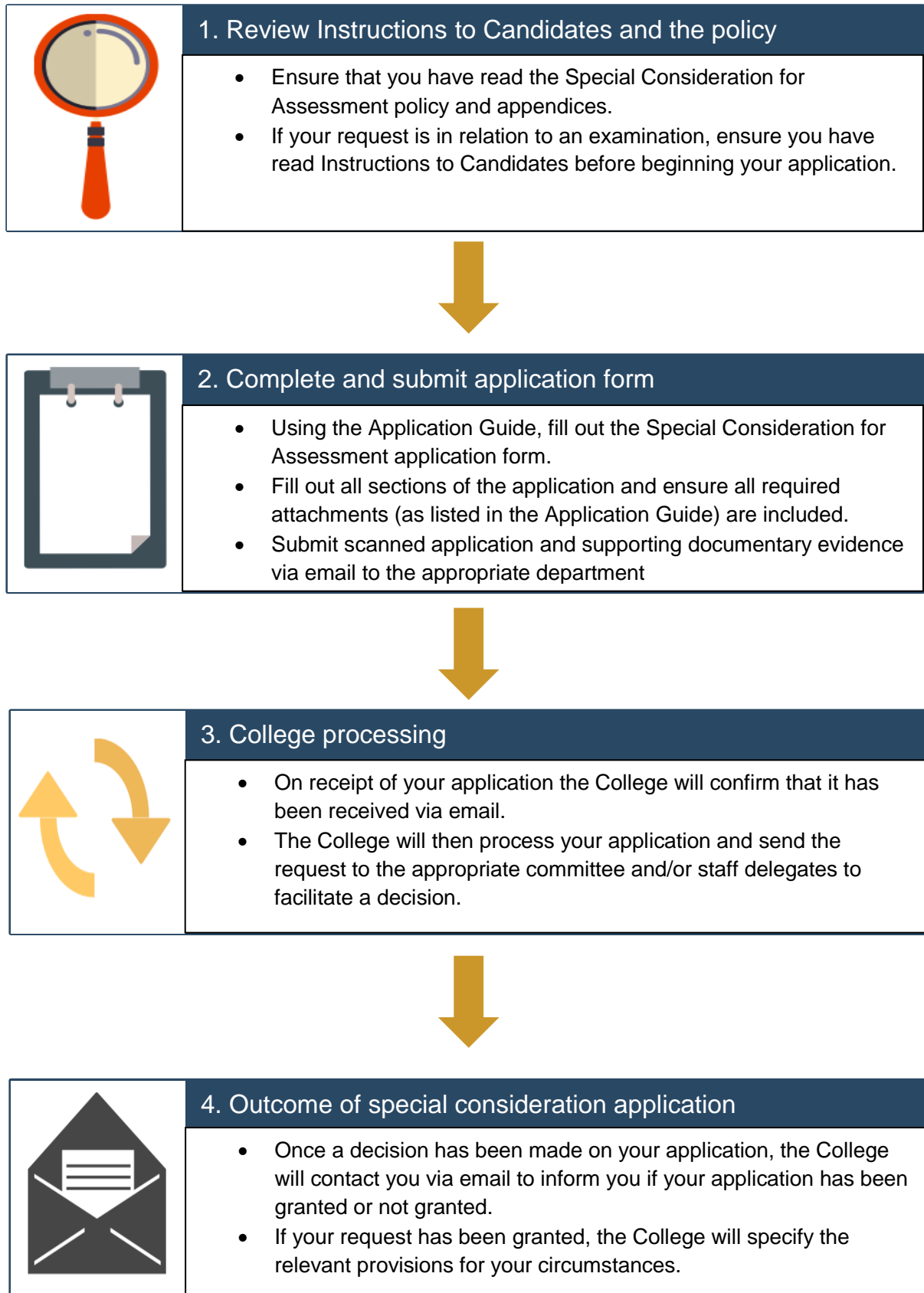
## Documentary evidence for applications

It is the responsibility of the applicant to provide all required documentation to support the application as detailed in the published applicant guidelines. Evidence required will depend on the category of exceptional circumstance (see categories of exceptional circumstances).

Category of Exceptional Circumstance	Evidence required
<b>Permanent and/or longstanding impairment</b>	A medical certificate* that includes: <ul style="list-style-type: none"> <li>• A description of the medical problem or disability</li> <li>• The period of the medical problem or disability</li> <li>• The medical practitioner’s professional opinion about the effect of the medical problem or disability on the trainee’s ability to perform in the assessment.</li> </ul>
<b>Temporary impairments-medical grounds</b>	A medical certificate* that includes: <ul style="list-style-type: none"> <li>• A description of the medical problem</li> <li>• The date(s) on which the trainee sought medical treatment or advice</li> <li>• The period of the medical problem</li> <li>• The medical practitioner’s professional opinion about the effect of the medical problem on the trainee’s ability to perform in the assessment.</li> </ul>
<b>Non-medical compassionate grounds or serious disruption</b>	Appropriate supporting documentary evidence as per the circumstances. This may include: <ul style="list-style-type: none"> <li>• Documentary evidence of serious issue relating to a family member or significant other person (including a medical certificate as per the requirements above*)</li> <li>• Signed acknowledgment that the family member has consented to sharing this information with the College.</li> <li>• Other relevant documentary evidence as per the circumstance (e.g., bereavement notice, police certificate, etc.)</li> </ul>
<b>Essential Commitments (religious, cultural, legal)</b>	Appropriate supporting documentary evidence as per the circumstances.
<b>Technical problem during examinations</b>	Documentary evidence/notes from examiner present at the time of technical problem (supplied to the committee by the examiner)

\* The medical practitioner supplying a medical certificate or any documentary evidence should have a professional doctor-patient relationship with the applicant and should not be a family member, relative, supervisor, employer or colleague.

## Special Consideration application process diagram



## Special Consideration for Assessment Policy Application Form

This form should be read and completed in conjunction with the Special Consideration for Assessment Policy and Appendices which can be found on the [RACP Education Policy webpage](#).

### 1. Applicant details

<b>Family name (surname)</b>		<b>Given name(s)</b>	
<b>Full Address:</b>			
<b>Date of birth:</b>			
<b>Member ID no (MIN):</b>			
<b>Contact email address:</b>			
<b>Phone contact:</b>			

### 2. Application details

<b>Current Training Program</b>			
<b>I am applying for special consideration for:</b>			
<input type="checkbox"/>	An examination	<b>Please specify:</b>	
<input type="checkbox"/>	A work based assessment	<b>Please specify:</b>	
<b>I am applying for special consideration under the following exceptional circumstance category:</b>			
Permanent and longstanding impairment	<input type="checkbox"/>	Non-medical compassionate grounds or serious disruption	<input type="checkbox"/> Technical problems during an examination <input type="checkbox"/>
Temporary impairment-medical grounds	<input type="checkbox"/>	Essential commitments (religious, cultural, societal or legal)	<input type="checkbox"/>

### 3. Statement of grounds of the exceptional circumstance

Please outline the specific circumstances for which you are seeking special consideration. Your statement should specify the assistance or type of provision being sought.

For **work-based assessment(s)**: where application is in relation to time-extension please include time frames for completion.

You can include extra pages if needed.

#### 4. Applicant declaration

Applicants must review and confirm that they have addressed all the necessary criteria before submitting an application, sign and date the form.

<input type="checkbox"/>	I declare the information provided on this form is accurate and correct.
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<input type="checkbox"/>	I have familiarised myself with my obligations as documented in the <i>Special Consideration for Assessment policy and appendices</i> and <i>Instructions to Candidates</i> (for applications relating to Examinations Candidates).						
<input type="checkbox"/>	My application meets the specified time frames as set out in the Outcome Summary Table (appendix A of the Special Consideration for Assessment policy) and I am aware of the potential outcomes of an application for special consideration.						
<input type="checkbox"/>	I have included in this application, all relevant documentary evidence required to support my request for special consideration						
<input type="checkbox"/>	I have received and provided signed 3 <sup>rd</sup> party consent for my application (if applicable).						
<input type="checkbox"/>	I understand that an approved application for special consideration will not excuse me from meeting a requirement, a standard for performance or qualification which have been objectively set by The RACP.						
<table border="1"> <thead> <tr> <th data-bbox="111 875 647 1037">Trainee Name</th> <th data-bbox="647 875 1235 1037">Trainee Signature</th> <th data-bbox="1235 875 1482 1037">Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Trainee Name	Trainee Signature	Date			
Trainee Name	Trainee Signature	Date					

## 5. Third party consent authorisation

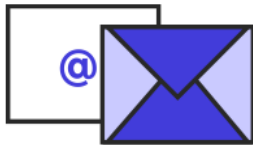
Where third party information is relevant to an application, applicant must provide signed and dated consent from the third party to share personal information with College.

<b>Third Party Full Name:</b>		
<input type="checkbox"/>	I consent to my information being shared with the Royal Australasian College of Physicians for the purpose of a Special Consideration application. I understand that my information will only be used in relation to this application and will be kept confidential, in line with the College's privacy policy.	
<b>Third Party Signature</b>		<b>Date</b>

## 6. Documentary evidence

You are required to attach documentary evidence with your application which may include but is not limited to; certified medical certificate, formal letter from medical practitioners, bereavement notices, statutory declarations, police incident reports, a letter from your supervisor, etc.

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Send completed application forms including all documentary evidence to:

For Trainees in **Australia**:

- [special.consideration@racp.edu.au](mailto:special.consideration@racp.edu.au) for exam requests
- [BasicTraining@racp.edu.au](mailto:BasicTraining@racp.edu.au) for Basic Training work-based assessments
- [AdvancedTraining@racp.edu.au](mailto:AdvancedTraining@racp.edu.au) for Advanced Training work-based assessments

For trainees in **New Zealand**:

- [examinations@racp.org.nz](mailto:examinations@racp.org.nz) for exam requests
- [basic.training@racp.org.nz](mailto:basic.training@racp.org.nz) for Basic Training related work-based assessments
- [advanced.training@racp.org.nz](mailto:advanced.training@racp.org.nz) for Advanced Training work-based assessments