**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:

<table>
<thead>
<tr>
<th>Type of request</th>
<th>Outcomes</th>
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<tbody>
<tr>
<td><strong>Pre-examination request</strong></td>
<td>Outcomes will specify particular:</td>
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</tbody>
</table>
| (Relating to essential commitments, temporary or permanent/longstanding impairment, temporary impairment or compassionate grounds and other seriously disruptive events that occurred pre-exam) | 1. Provisions (i.e., advice to examiners, permission to bring food/medication, physical aids/equipment, modification of assessment procedure)  
2. Allocation within designated exam period  
3. Permission to withdraw from the assessment without financial penalty |

*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.*

| Technical or procedural issues        | Compensation or resolution during the course of assessment, where possible |

| **Post-examination requests**        | Outcomes will specify: |
| (Relating to temporary impairment which occurred during the exam, technical or procedural issues that could not be compensated or resolved during the examination) | 1. Potential redesignation of exam status (i.e. from an attempt to withdrawal)  
2. Potential refund of exam fees  
3. Compensation during the course of exam, where possible (specifically in relation to technical or procedural issues.) |

*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.*

| **Work-based assessment request**    | 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).

<table>
<thead>
<tr>
<th>Category of Exceptional Circumstance</th>
<th>Evidence required</th>
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</table>
| Permanent and/or longstanding impairment | A medical certificate* that includes:  
  - A description of the medical problem or disability  
  - The period of the medical problem or disability  
  - 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. |
| Temporary impairments-medical grounds | A medical certificate* that includes:  
  - A description of the medical problem  
  - The date(s) on which the trainee sought medical treatment or advice  
  - The period of the medical problem  
  - The medical practitioner’s professional opinion about the effect of the medical problem on the trainee’s ability to perform in the assessment. |
| Non-medical compassionate grounds or serious disruption | Appropriate supporting documentary evidence as per the circumstances. This may include:  
  - Documentary evidence of serious issue relating to a family member or significant other person (including a medical certificate as per the requirements above*)  
  - Signed acknowledgment that the family member has consented to sharing this information with the College.  
  - Other relevant documentary evidence as per the circumstance (e.g., bereavement notice, police certificate, etc.) |
| Essential commitments (religious, cultural, legal) | Appropriate supporting documentary evidence as per the circumstances. |
| Technical problem during examinations | 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.
### 1. Review background information and the policy
- Ensure that you have read the Special Consideration for Assessment policy and appendices.
- If your request is in relation to an examination, ensure you have read the examination-related content on the relevant College web page before beginning your application.

### 2. Complete and submit application form
- Using the Application Guide, fill out the Special Consideration for Assessment application form.
- Fill out all sections of the application and ensure all required attachments (as listed in the Application Guide) are included.
- Submit scanned application and supporting documentary evidence via email to the appropriate department.

### 3. College processing
- On receipt of your application the College will confirm that it has been received via email.
- The College will then process your application and send the request to the appropriate committee and/or staff delegates to facilitate a decision.

### 4. Outcome of special consideration application
- Once a decision has been made on your application, the College will contact you via email to inform you if your application has been granted or not granted.
- If your request has been granted, the College will specify the relevant provisions for your circumstances.
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

<table>
<thead>
<tr>
<th>Family name (surname)</th>
<th>Given name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Full Address:         |              |
| Date of birth:        |              |
| Member ID no (MIN):   |              |
| Contact email address:|              |
| Phone contact:        |              |

2. Application details

<table>
<thead>
<tr>
<th>Current Training Program</th>
<th></th>
</tr>
</thead>
</table>

I am applying for special consideration for:

- [ ] An examination  
  Please specify: [ ]
- [ ] A work-based assessment  
  Please specify: [ ]

I am applying for special consideration under the following exceptional circumstance category:

<table>
<thead>
<tr>
<th>Permanent and longstanding impairment</th>
<th>Non-medical compassionate grounds or serious disruption</th>
<th>Technical problems during an examination</th>
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<td>[ ]</td>
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</table>

<table>
<thead>
<tr>
<th>Temporary impairment-medical grounds</th>
<th>Essential commitments (religious, cultural, societal or legal)</th>
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<tr>
<td>[ ]</td>
<td>[ ]</td>
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</table>
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.

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.

☐ I declare the information provided on this form is accurate and correct.

☐ I have familiarised myself with my obligations as documented in the *Special Consideration for Assessment policy and appendices* and website content related to the examination (for applications relating to examinations candidates).

☐ 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.

☐ I have included in this application, all relevant documentary evidence required to support my request for special consideration.

☐ I have received and provided signed third party consent for my application (if applicable).

☐ 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>
<thead>
<tr>
<th>Trainee Name</th>
<th>Trainee Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Third Party Full Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Party Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
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.

Send completed application forms including all documentary evidence to:

For trainees in Australia:
- examinations@racp.edu.au for exam requests
- BasicTraining@racp.edu.au for Basic Training work-based assessments
- AdvancedTraining@racp.edu.au for Advanced Training work-based assessments

For trainees in Aotearoa New Zealand:
- examinations@racp.org.nz for exam requests
- basic.training@racp.org.nz for Basic Training related work-based assessments
- advanced.training@racp.org.nz for Advanced Training work-based assessments