



Special Consideration for Examinations Policy

Policy Area:	Education
Policy Author:	National Examinations Committee
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Related Policies/Regulations	Reasonable Adjustment, Religious Observance, Withdrawal policy for Examinations, Reconsideration, Review and Appeals
Contact:	Director Education Services

PURPOSE

This policy provides the process and criteria of applying for Special Consideration for examinations and the possible outcomes of a successful application.

SCOPE

The policy applies to the following examinations conducted by the College.

- Training Program: Fellowship examinations
- Other College Courses which conduct examinations.

The policy does not apply to individuals seeking adjustment to exam conditions due to existing medical condition or religious reasons (see reasonable adjustment and religious observance policies) or withdrawal from examinations (see Withdrawal from Examination policy).

WHAT IS SPECIAL CONSIDERATION?

Special consideration of a candidate's performance in an examination is only given in **exceptional** circumstances. It may be granted to individuals when there are recent circumstances (within the last 3 months) beyond their control that may impact on their performance in an examination. Circumstances may include, but not be limited to:

- Serious injury or illness prior to or on the day of the examination/assessment
- Serious accidents or recent bereavement of an immediate family member, occurring near or around the examination
- Trauma associated with a recent event
- Recent natural disasters
- Events that occur during an exam (e.g. blackouts, evacuation)

Notwithstanding that a request for special consideration may have been made, candidates who are capable of sitting an examination are generally recommended to sit the examination.

When is special consideration not applicable?

Circumstances where special consideration will not be applied include:

- Minor illness or medical conditions on or before the day of the examination/assessment
- Ordinary or expected stress or anxiety associated with an examination
- Work commitments
- Errors in timing in getting to an examination venue or difficulties finding an examination venue, or arriving late to an examination venue
- Optional commitments of a personal or social nature
- Pre-existing non-acute illness or condition of self or family member (see Reasonable Adjustment and/or Withdrawal Policy)
- Religious observance obligations (see related policy)

APPLICATION PROCESS

Individuals must apply for special consideration using the Special Consideration form available in this policy. All relevant documentation should be presented with the application.

Applications must be submitted 21 days prior to the examination. Where an event occurred on the day of the exam or 5 days preceding the exam, an application should be received within 48 hours after the assessment. Applications submitted after this will be considered on a case by case basis.

Application for Special Consideration will be acknowledged via email within 2 business days of submission to College. The Application will then be forwarded to the National Examination Committee (NExC) for review and determination.

Where no further information is requested by the NExC, individuals will receive email notification of the outcome within 21 days of submission. Where further information is requested by the NExC, individuals will receive notification of the outcome within 21 days of receipt of the additional information. The individual will have 5 days to confirm receipt and acceptance of the outcome.

Supporting documentation

Candidates requesting special consideration will be required to submit supporting and/or clarifying information and documentation to support their application. This may include:

- Recent Medical certificates that clearly outline the condition/situation and time frames should be submitted from the treating physician and/or specialist. In cases where it might be expected that there could be changes in the way the candidate is affected by the difficulty (e.g. exacerbation of current condition, newly diagnosed condition), College will require all recent relevant documentation of such assessments/consultations performed.
- Relevant reports relating to a family member or partner must be submitted as evidence, and should include the written consent of the individual concerned
- Death notices
- Letters from other relevant professionals (e.g. police)
- Statutory declarations

Applications will not be considered without relevant supporting documentation.

Late Applications

The College is not obliged to consider or respond to any requests made outside the time limits prescribed in this policy.

POSSIBLE OUTCOMES FOR SPECIAL CONSIDERATION

For Fellowship Assessments (i.e. ACD Training Program)

If Special Consideration is granted, outcomes will be determined on a case by case basis, and may result in, for example, the examination attempt not being counted or in a refund of a portion of the examination fee.

Trainees must still complete all assessments and pass within the required time frame in order to be eligible for FACD.

Candidates applying for Special Consideration in the Fellowship Examinations should be aware that if Special Consideration is granted:

- marks in any Fellowship assessment (Writtens and Vivas) will **not** be changed
- supplementary examinations are **not** available.
- candidates will not be moved from a fail to a passing grade
- candidates who fail one division of the fellowship vivas will be required to sit both divisions again

For Non Fellowship Assessments/Activities (i.e. programs excluding ACD Fellowship)

If Special Consideration is granted, outcomes will be determined on a case by case basis, and may result in, for example, the examination attempted not being counted or in a refund of a portion of the fees.

RECONSIDERATION, REVIEW AND APPEAL

If an individual wishes to appeal the decision of their request for special consideration, they must do so in accordance with the College's Reconsideration, Review and Appeals process.



Special Consideration Form

Before completing this form please read the College [Special Consideration policy](#) available on the college website. Applications must be submitted to admin@dermcoll.edu.au with the following subject line: Application for Special Consideration.

Title	First Name	Surname
Email	Phone	Mobile

Please select the assessment your application relates to:

- Training Program: Fellowship Exam (June)
 Training Program: Fellowship Vivas (July/August)
 Other College Course: Please complete assessment details below

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Date of exam/assessment	State

Reason for applying for Special Consideration

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All applications for special consideration must be accompanied by appropriate supporting documentation as per the Special Consideration Policy.

Declaration:

- I certify that the information I have provided in and with this application is correct and complete and that providing false or misleading information will be handled in accordance with the Academic Misconduct Policy.
- I have included all relevant supporting documentation
- I have read the College Special Consideration Policy.
- I hereby authorise the College to contact professional authorities and any party named in support of my application for special consideration for the purpose of verifying any information I have supplied.

Signature:	Date: