



Withdrawal policy for Examinations

Policy Area:	Education
Policy Author:	National Examinations Committee
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Related Policies/Regulations	Reasonable adjustment, Religious Observance, Special consideration, Reconsideration, review and Appeals policy
Contact:	Director Education Services

PURPOSE

This policy provides the process and criteria of applying for withdrawal from exams 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 candidates wishing to apply for special consideration for their examination (see Special Consideration policy).

WHAT IS WITHDRAWAL?

Withdrawal from an examination may be granted to individuals when they have enrolled in or paid for an examination and they wish to cease the examination process due to personal or other reasons. Circumstances may include, but are not be limited to:

- Serious injury or illness to themselves prior to or on the day of the examination/assessment
- Serious illness, accidents, or recent bereavement of an immediate family member, close relative or partner around the time of the examination
- Trauma associated with an event that occurred after enrolment in the examination and prior to completion of the examination.

WHEN IS WITHDRAWAL NOT APPLICABLE?

While candidates may choose to withdraw from an examination at any time in the process, the outcome of that withdrawal will be impacted by the timing and circumstances surrounding the request for withdrawal.

POSSIBLE OUTCOMES FOR WITHDRAWAL

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

While each request for withdrawal is considered on a case by case situation, the outcomes may include, but not be limited to, the following:

- Where evidence is provided to suggest that the candidate has a valid reason to withdraw based on a personal or family situation:
 - A full or partial refund may be granted at the discretion of the NExC, based on the level of completion of the examination process at the time of application.
 - If the candidate has attempted any part of the Fellowship examination, the attempt will not be counted as one of their 4 attempts.
 - Where a candidate has passed the June Writtens and withdraws, they will be exempt from the June Writtens the following year
- Where a candidate applies for withdrawal due to reasons such as: work commitments, not being prepared, not ready for next stage, errors in timing in getting to exam, minor illness:
 - No refund will be granted, unless the candidate withdraws 21 days prior to the June written examinations. Withdrawal after this time will incur full cost of fees.
 - If the candidate has attempted any part of the Fellowship examination, the attempt will be counted as one of their 4 attempts.
 - Where a candidate has passed the June Writtens and withdraws, the NExC may consider an application for exemption from the June writtens for the following year only

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

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

While each request for withdrawal is considered on a case by case situation, the outcomes may include, but not be limited to, the following:

- the assessment attempt will not be counted
- a refund of a percentage of the assessment fee may be granted

APPLICATION PROCESS

Individuals must apply using the Withdrawal 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 event. Applications submitted after this may not be considered.

Application for Withdrawal will be acknowledged via email within 2 business days of being submitted to College. The Application will then be forwarded to the National Examinations 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 are required to submit supporting and/or clarifying information and documentation to support their application. This may include:

- Recent Medical certificates should be 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, new diagnosed condition), College will require all recent relevant documentation of such assessments/consultations performed.
- Relevant reports relating to family member/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.

RECONSIDERATION, REVIEW AND APPEAL

If an individual wishes to appeal the decision of their request for withdrawal from an examination, they must do so in accordance with the College Reconsideration, review and Appeals process.



Withdrawal from Examination Form

Before completing this form please read the College Withdrawal from examinations policy available on the college website. Applications must be submitted to admin@dermcoll.edu.au with the following subject line: 'Application for Withdrawal from examination'.

Title	First Name	Surname
Email	Phone	Mobile

Please select the assessment your application relates to:

	Training Program:
	Other College Course: Please complete assessment details below

Date of exam/assessment	State

Reason for applying for Withdrawal

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All applications for withdrawal must be accompanied by appropriate supporting documentation as per the Withdrawal from Examination 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 Withdrawal from Examination Policy.
- I hereby authorise the College to contact professional authorities and any party named in support of my application for withdrawal from the examination for the purpose of verifying any information I have supplied.

Signature:	Date: