



Special Consideration Policy

1. Purpose

1.1. The purpose of this policy is to outline the criteria and process by which candidates undertaking training and/or assessment delivered by ACRRM may apply for special consideration.

2. Related documentation

2.1. This policy should be read with reference to the following related documents:

- Fellowship Assessment Handbook
- Fellowship Training Handbook
- Reconsideration, Review and Appeals Policy
- Refund Policy

3. Policy

- 3.1. ACRRM aims to ensure that training and assessment programs are fair and consistent for all candidates.
- 3.2. Special consideration may be granted to accommodate a disadvantage suffered by a candidate which is beyond his/her control and which is likely to or has affected participation in training or assessment.
- 3.3. The policy includes provision for special consideration of circumstances:
 - 3.3.1. known in advance that may affect participation in training and/or assessment or
 - 3.3.2. occurring shortly before or during an assessment
- 3.4. Candidates have a responsibility to be proactive in discussing their circumstances with College staff as early as possible and then to keep staff up to date of any changes to the nature or status of their circumstances.
- 3.5. Candidates have a responsibility to ensure that they are well, when presenting for assessment and that any medical or other conditions are treated.
- 3.6. Candidates share responsibility for negotiating reasonable adjustments that suit their circumstances, the type of event and time available for the College to make adjustments.
- 3.7. Applications must be accompanied by specific evidence.

- 3.8. Decisions will aim to draw a balance between adjustments that are possible, fairness in individual cases, fairness for all other candidates and the responsibility to maintain consistent safe standards.
- 3.9. The College reserves the right to contact professional authorities or any party named in support of the application.

Circumstances known in advance

- 3.10. Special consideration may be applied for in relation to circumstances that are known in advance of a training or assessment event that could affect participation, including:
 - 3.10.1. disability or long term medical condition
 - 3.10.2. religious reasons, or
 - 3.10.3. other circumstances, such as due date for a baby or surgery close to the event.
- 3.11. Candidates applying for special consideration for circumstances known in advance are required to:
 - 3.11.1. Submit a Special Consideration form when enrolling in assessment or training, or as soon as the circumstances are known.
 - 3.11.2. Where the circumstance relates to a disability or medical condition, provide a certificate from an appropriate Australian registered professional e.g. Medical Practitioner or Psychologist. The certificate must:
 - 3.11.2.1. be provided by someone who is not related to the candidate and who has a professional doctor-patient relationship with the candidate
 - 3.11.2.2. include the name and address of the professional issuing the certificate and the name of the doctor applying for consideration
 - 3.11.2.3. provide sufficient information regarding the application
 - 3.11.2.4. verify the nature and limitations of their disability
 - 3.11.2.5. include the date on which the last assessment relating to the condition took place
 - 3.11.2.6. be current (dated no more than three months prior to submitting the certificate).
 - 3.11.3. Provide a statutory declaration that provides sufficient information regarding the application in cases where the circumstances do not relate to a medical condition. The statutory declaration must be accompanied by evidence relevant to the circumstance.
- 3.12. Requests for Special Consideration to make adjustments for circumstances known in advance will be considered by the Censor in Chief on a case by case basis. The Censor in Chief may seek information and advice from committees or people in relevant positions to inform the decision.
- 3.13. Reasonable adjustments may include adjustments such as, but not limited to, deferral to a later assessment or workshop, participation on a different day, more time, allowing resources to be brought into the event that would usually be prohibited, special seating, or provision of a room for breast feeding.

- 3.14. Assessment adjustments that can be made available will depend on the assessment modality and how early the College is made aware of the request.
- 3.15. Special consideration may be applied for, in relation to circumstances occurring close to or during an assessment; including being:
 - 3.15.1. unwell on the day of the assessment
 - 3.15.2. affected by a recent significant event (e.g. death of a close family member)
 - 3.15.3. affected by an incident during the assessment for example power failure, evacuation for a fire or procedural error.
- 3.16. Where the candidate attended the assessment and performance may have been affected by circumstances beyond he/her control, the candidate must:
 - 3.16.1. Advise the staff member or invigilator of the circumstances on the day of the assessment.
 - 3.16.2. Advise if there are any special requirements that can be reasonably accommodated e.g. additional fluids, throat lozenges.
 - 3.16.3. Submit to assessment@acrrm.org.au a Special Consideration form or Incident Report as relevant to the situation within two working days after the assessment.
 - 3.16.4. Provide a medical certificate, or statutory declaration as appropriate to the situation. Medical certificates must be:
 - 3.16.4.1. provided by practitioner who is not related to the candidate and who has a professional doctor-patient relationship with the candidate
 - 3.16.4.2. dated no later than two working days after the date of the assessment
 - 3.16.4.3. contain sufficient information to make a determination of how performance was affected
 - 3.16.4.4. be received by the assessment team within five working days after the assessment.
 - 3.16.5. The application for Special Consideration or the Incident Report will be taken into consideration by the Board of Examiners when determining the grade awarded. The Board of Examiners may:
 - 3.16.5.1. take no action
 - 3.16.5.2. make the assessment 'null and void' and therefore not record the assessment as an attempt in the candidate's record, or
 - 3.16.5.3. take other action as deemed appropriate.
 - 3.16.6. The applicant will be advised at the time of receiving assessment results that the application was considered and any adjustments made.
- 3.17. Where a candidate withdraws from the assessment shortly before the assessment or does not attend due to significant circumstances such as illness or other event that has occurred on or close to the assessment, he/she may apply for special consideration regarding the assessment fee. See the [ACRRM Refund Policy](#).
 - 3.17.1. Candidates are required to submit a Special Consideration form accompanied by a Medical Certificate or Statutory Declaration as appropriate to the circumstances.

- 3.17.2. Medical certificates are to be provided by practitioner who has a professional doctor-patient relationship with the candidate and is not related to the candidate and must:
 - 3.17.2.1. be dated prior to or on the day of the assessment
 - 3.17.2.2. contain sufficient information to make a determination if a refund is warranted
 - 3.17.2.3. be received by the assessment team within five working days after the assessment.
- 3.17.3. The application for Special Consideration requesting a refund will be considered by the CEO or delegate. The CEO may approve:
 - 3.17.3.1. deferral to another assessment
 - 3.17.3.2. a partial or full refund,
 - 3.17.3.3. other action as deemed appropriate, or
 - 3.17.3.4. no action.

4. Reconsideration, Review and Appeal

- 4.1. Candidates who apply for Special Consideration and are dissatisfied with, and adversely affected by the decision, may seek reconsideration, review and appeal. These provisions are outlined in the Reconsideration, Review and Appeals Policy. The policy may be found at <http://www.acrrm.org.au/training-towards-fellowship/overview-of-fellowship-training/policy>

Approved:	June 2009
Review Date:	December 2020
Revision History:	Disability policy June 2013 Revised as Special Considerations policy June 2015 (expanded to include training activities) December 2017