

Special Consideration

1. Purpose

1.1. This policy describes:

- 1.1.1. How the College seeks to enable candidates with disability to access and participate in assessments on the same basis as other candidates, while maintaining the inherent requirements and integrity of the assessment; and
- 1.1.2. The criteria by which candidates may apply for reasonable adjustments to accommodate for circumstances beyond their control, and which is likely to affect participation in assessment.

2. Application and Scope

2.1. The policy applies to doctors undertaking College assessments, including on the:

- 2.1.1. All ACRRM Fellowship Training Pathways including Australian General Practice Training (AGPT).
- 2.1.2. Independent Pathway (IP) and Remote Vocational Training Scheme (RVTS).
- 2.1.3. Specialist Pathway for International Medical Graduates (SIMGs).
- 2.1.4. Advanced Specialised Training (AST) outside the ACRRM Training Program.
- 2.1.5. Selection for Training.

2.2. The policy is not intended to manage or investigate incidents that occur during an examination or assessment.

3. Policy

- 3.1. Candidates can apply for special consideration for an assessment, to request reasonable adjustments to accommodate for a disability, long term medical condition, or other circumstances such as breast feeding or for religious reasons.
- 3.2. Applications for Special Consideration must be submitted through the approved online application form available on the College website. Applications submitted through other channels may not be accepted or considered by the College unless identified as an approved alternative submission method.
- 3.3. Reasonable adjustments granted, take into consideration what is possible, fairness in individual cases, fairness for all other candidates and the responsibility to maintain consistent standards, and the rigour, purpose, and intent of the assessment.
- 3.4. Reasonable adjustments can include but are not limited to, participation on a specific day, or session of a scheduled exam, allowing resources to be brought into the assessment, special seating arrangements, provision of support for breast feeding or prayer.
- 3.5. Approved reasonable adjustments may include the use of otherwise prohibited items, including smart device where required for circumstances such as medical purposes, provided prior approval has been granted and appropriate conditions are applied to maintain assessment integrity.
- 3.6. Reasonable adjustments will not remove or modify the assessment requirements, competencies, learning outcomes or standards being assessed.
- 3.7. Candidates should submit applications at least 30 calendar days prior to the assessment wherever possible.

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Applications received less than 30 calendar days before the assessment will be considered; however, the College may be unable to implement all requested adjustments due to operational constraints.

- 3.8. Applications for Special Consideration, reasonable adjustments, or refunds under this policy must be submitted using the approved online application form available on the College website. Applications submitted through other channels may not be accepted or considered by the College.
- 3.9. Assessment results cannot be adjusted through application for special consideration; they are based on performance of the candidate at the time of the assessment.
- 3.10. Incident reports relating to examination delivery, technical issues, assessment administration, examiner conduct or other assessment events must be submitted through the College's incident reporting process. Applications submitted through the Special Consideration process for these matters will not be considered under this policy.
- 3.11. An application received by the College after results have been released will not be considered.
- 3.12. Candidates can apply for a refund of an assessment fee for extenuating and unforeseen circumstances:
 - 3.12.1 causing late withdrawal from assessment or
 - 3.12.2 occurring during an assessment which affected participation.
- 3.13. Approval for refund is at the discretion of the College.

4. Responsibilities

- 4.1. Candidates are responsible for:
 - 4.1.1 Ensuring that they are well when presenting for assessment and that any medical or other conditions are treated.
 - 4.1.2 Applying for special consideration prior to enrolling in assessment, or as soon as the circumstances are known.
 - 4.1.3 Submitting applications under this policy using the approved online application form available on the College website and providing all supporting documentation required for the application to be assessed.
 - 4.1.4 Providing a certificate from an appropriate Australian registered professional who is a Medical Practitioner or Psychologist, where the circumstance relates to a disability or medical condition. The certificate must:
 - a) be provided by someone who is not related to the candidate and who has a professional clinical relationship with the candidate;
 - b) include the name and address of the professional issuing the certificate and the name of the doctor applying for consideration;
 - c) provide enough information regarding the application;
 - d) verify the nature and limitations of their disability;
 - e) include the date on which the last assessment relating to the condition took place
 - f) be dated no more than three months prior to submitting the certificate.
 - 4.1.5 Providing a statutory declaration that provides enough information regarding the application, accompanied by evidence relevant to the circumstance, where the circumstances do not relate to a medical condition.

- 4.1.6 Proactively discussing their circumstances with college staff as early as possible and keeping staff up to date on any changes to the nature or status of their circumstances.
- 4.1.7 Negotiating reasonable adjustments that suit their circumstances, the type of event and time available for the College to action adjustments.
- 4.1.8 Submitting a Special Consideration form accompanied by a Medical Certificate or Statutory Declaration as appropriate to the circumstances when seeking a refund through this policy for late withdrawal.
- 4.2. The College is responsible for:
 - 4.2.1 Considering applications for Special Consideration.
 - 4.2.2 Complying with the Disability Standards for Education 2005 and the Disability Discrimination Act 1992; and any relevant Disability legislation in the States/Territories in which they operate
 - 4.2.3 Seeking information and advice from committees or people in relevant positions to inform the decision.
 - 4.2.4 Contacting professional authorities or any party named in support of the application if required.
 - 4.2.5 Informing the applicant of the outcome of the application.
 - 4.2.6 The College will collect, store, use and disclose personal and health information provided under this policy in accordance with applicable privacy legislation and College privacy requirements.

5. Related Documentation

ACRRM Assessment Eligibility policy
ACRRM Access to Training policy
ACRRM Reconsideration, Review and Appeals policy
ACRRM Refund policy
ACRRM Use of Smart Devices in Assessment policy
Disability Discrimination Act 1992
Disability Standards for Education 2005
ACRRM Fellowship Assessment Handbook

6. Definitions

Word/term	Definitions (with examples if required)
Extenuating and unforeseen circumstances	Extenuating and Unforeseen Circumstances are defined as circumstances which were unforeseen and outside a registrar's control when they accepted a place on the AGPT Program. These circumstances will not be considered as unforeseen if it can be determined that the circumstances were known or reasonably should have been known by the registrar prior to the acceptance of their place on the AGPT Program. Examples of extenuating circumstances may include, but are not limited to: i. Ill-health (other than minor illnesses); ii. Deterioration of an existing medical condition that can no longer be managed in the current location; iii. Bereavement; iv. Acute personal/emotional circumstances; v. Hospitalisation; vi. Illness of an Immediate Family Member; vii. A major change to a registrar's personal circumstances; or viii. An involuntary change in a spouse's employment. All applications and requests pertaining to Extenuating and Unforeseen Circumstances of the registrar will be considered on a case-by-case basis.
Immediate Family Member	Immediate Family Member means the registrar's parents (mother, father, and stepparents), siblings, spouse/partner/de facto/fiancé, child/children and anyone for whom the registrar has primary carer responsibility.

Reasonable Adjustment

An adjustment that is reasonable in relation to assessment balances the interests of all parties affected having regard to all the relevant circumstances and interests, including:

- a) the registrar's situation;
- b) the views of the registrar or the registrar's associate i.e. training team or medical educator;
- c) the effect of the adjustment on the registrar's;
 - i. ability to achieve learning outcomes; and
 - ii. ability to participate in courses or programs or assessment
- d) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other registrars; and
- e) the costs and benefits of making the adjustment/s
- f) the registrar's request to have a support person i.e. in-person invigilator.

7. Document Control Information

7.1. Policy Information

Policy Author:	Laura Cotrone	Approving Body:	CEO
Status:	Approved	Review period:	Three Years
Policy number and version:	T14 V2.0 /2026	Next review date:	September 2029
Effective Date:	28 September 2026	Document Location:	Policy Register
Responsible Officer:	General Manager – Education Services	Policy System Manager:	Policy and Advocacy Manager

8. Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V2.0	Aug 2026	Assessment Manager	Added 2.1.5, 2.2, 3.2, 3.5, 3.6, 3.9, 3.11, 4.1.3 and 4.2.6., Minor changes to 3.7 and 3.8	Aug 26	ELT/CEO
V1.2	July 2021	Assessment Manager	Added 3.3 and 3.5, Minor wording changes to 2.1	Jul 21	ELT/CEO
V1.1	April 2021	Accreditation and Standards Manager	Applications and scope section changed from listing the training pathways to Fellowship Training Program which covers all pathways ¹	Apr 21	ELT/CEO
Previous system	December 2019	Accreditation and Standards Manager	Revised to be specific to assessment and Access to Training policy published to cover Selection and training	Dec 19	ELT/CEO
Previous system	June 2015	Accreditation and Standards Manager	Expanded to include Training activities	Jun 15	ELT/CEO

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POLICY

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
Previous system	June 2013	Accreditation and Standards Manager	Revised and renamed Special considerations Policy	Jun 13	ELT/CEO
Previous system	June 2009	Accreditation and Standards Manager	Approved as Disability Policy	Jun 09	ELT/CEO

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