

FACULTY OF INTENSIVE CARE
AUSTRALIAN AND NEW ZEALAND COLLEGE OF ANAESTHETISTS
ABN 82 055 042 852

**EXAMINATION CANDIDATES SUFFERING FROM
ILLNESS, ACCIDENT OR DISABILITY**

1. INTRODUCTION

The Fellowship examination process aims to provide candidates with conditions that allow and encourage performance to the best of their ability. Illness, accident or disability have the potential to compromise performance. General principles governing this situation include the following principles:

- 1.1 Candidates should not be disadvantaged unnecessarily as a result of events outside their control. Nevertheless, in seeking to redress any disadvantage, no action should be taken which could be construed to be unfair to other candidates.
- 1.2 Some guidelines can be formulated for the procedures to be followed in some cases of illness or disability in relation to the examinations. However, it is impossible to foresee every eventuality.
- 1.3 Where a problem arises which is not covered in the Regulations, instructions to examiners, or these guidelines, advice should be sought from the Executive Officer in association with the Chairman of the Fellowship Examination Committee.

2. ACUTE ILLNESS OCCURRING AT THE TIME OF EXAMINATION

- 2.1 In the event that an examiner becomes aware that a candidate is ill, he/she should notify the Chairman of the Court who will:
 - 2.1.1 Determine whether, in his/her opinion, the illness is incapacitating.
 - 2.1.2 If appropriate, advise the candidate to withdraw.
 - 2.1.3 Notify the Dean in writing of this action.
- 2.2 In the event of illness or disability occurring prior to or during any part of the examination, no special consideration will be given to a candidate who elects to continue with the Examination.
- 2.3 Sudden illness which precludes a candidate from attending all or part of an examination, may provide grounds for a refund of the examination entry fee.
- 2.4 Application for this consideration must be made by the candidate and supported by a medical certificate. Such a medical certificate may be provided by a member of the Court of Examiners, but not by the candidate.

- 2.5 Further action is at the discretion of the Board, on the advice of the Chairman of the Fellowship Examination Committee.

3. **ACUTE ILLNESS, ACCIDENT OR DISABILITY WHICH IMMOBILISES, BUT DOES NOT INCAPACITATE THE CANDIDATE**

- 3.1 A candidate who is otherwise fit to participate in the written examination may be precluded from attending the venue for the written examination, by an unexpected illness, accident or disability.
- 3.2 Under these circumstances, the Chairman of the Court of Examiners and the Chairman of Fellowship Examination Committee should consider the possibility that the Written Section of the Examination could be taken at some other appropriate place at the same time as other candidates in the region. An appropriate invigilator should be appointed for that purpose.
- 3.3 Limited concession is possible for the Oral Section, so that if action under 3.2 is contemplated, it must be dependent on the likelihood that the candidate will be fit to participate in the Oral Sections.

4. **CHRONIC ILLNESS OR DISABILITY**

Candidates with a chronic illness or disability will not normally be granted any concession with respect to any part of an examination. If a candidate believes that extraordinary consideration should be given to particular circumstances, a fully documented application should be submitted to the Chairman of Fellowship Examination Committee at least four (4) calendar months prior to the advertised closing date. Further action is at the discretion of the Board, on advice from the Chairman of Fellowship Examination Committee.

5. **OTHER CIRCUMSTANCES**

- 5.1 A candidate who has been prevented from completing an examination by illness, accident or disability will not be exempted from any part of a future examination.
- 5.2 A candidate who has been prevented from completing an examination by illness, accident or disability, will remain eligible for awards and prizes at a future examination.

This policy document has been prepared having regard to general circumstances, and it is the responsibility of the practitioner to have express regard to the particular circumstances of each case, and the application of this policy document in each case.

Policy documents are reviewed from time to time, and it is the responsibility of the practitioner to ensure that the practitioner has obtained the current version. Policy documents have been prepared having regard to the information available at the time of their preparation, and the practitioner should therefore have regard to any information, research or material which may have been published or become available subsequently.

Whilst the Faculty endeavours to ensure that policy documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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