



EX1 (2006)

AUSTRALIAN AND NEW ZEALAND COLLEGE OF ANAESTHETISTS

ABN 82 055 042 852

POLICY ON EXAMINATION CANDIDATES SUFFERING FROM ILLNESS, ACCIDENT OR DISABILITY

1. INTRODUCTION

- 1.1 Candidates should not be disadvantaged as a result of events outside their control. Nevertheless, in seeking to redress any disadvantage, no action should be taken which might be held to be unfair to other candidates.
- 1.2 Where a problem arises which is not covered in the Regulations, instructions to examiners, or these guidelines, advice is to be immediately sought from the Chief Executive Officer in discussion with the Chairman of Examinations.

2. ACUTE ILLNESS OCCURRING AT THE TIME OF EXAMINATION

- 2.1 If 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, reschedule the candidate's program within the existing examination or advise the candidate to withdraw.
 - 2.1.3 notify the Chief Executive Officer in writing of his/her action.
- 2.2 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 remission of the examination entry fee.
- 2.4 Application for this consideration must be made by the candidate and supported by a medical certificate.
- 2.5 Further action is at the discretion of the Council on the advice of the Chairman of Examinations.

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, or require special assistance due to illness, accident or disability.

3.2 Under these circumstances, the Chairman of the Court of Examiners and the Chairman of Examinations should consider the possibility that the written examination could be taken at some other appropriate place, and/or special assistance provided at the same time as other candidates in the region. An appropriate invigilator must then be appointed for this purpose.

3.3 No such concession is possible for the oral examination, so that if action under 3.2 is contemplated, it must be anticipated that the candidate will be fit to attend the vivas.

4. CHRONIC ILLNESS OR DISABILITY

Candidates with a chronic illness or disability will be considered for assistance appropriate to their disability provided that it does not impair the fairness and reliability of the 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 Examinations at least four (4) calendar months prior to the advised examination closing date. Further action is at the discretion of the Council, on advice from the Chairman of Examinations.

5. OTHER CONCESSIONS

5.1 A candidate who has been prevented from completing an examination by illness, accident or disability will not be exempt 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.

COLLEGE PROFESSIONAL DOCUMENTS

College Professional Documents are progressively being coded as follows:

TE	<i>Training and Educational</i>
EX	<i>Examinations</i>
PS	<i>Professional Standards</i>
T	<i>Technical</i>

POLICY - defined as 'a course of action adopted and pursued by the College'. These are matters coming within the authority and control of the College.

RECOMMENDATIONS - defined as 'advisable courses of action'.

GUIDELINES - defined as 'a document offering advice'. These may be clinical (in which case they will eventually be evidence-based), or non-clinical.

STATEMENTS - defined as 'a communication setting out information'.

This document is intended to apply wherever anaesthesia is administered.

This 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 document in each case.

Professional 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. Professional 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 College endeavours to ensure that professional 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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