

AUSTRALASIAN COLLEGE OF COSMETIC SURGERY AND MEDICINE

SPECIAL CONSIDERATIONS IN TRAINING AND ASSESSMENT POLICY

1. INTRODUCTION

The ACCSM understands there are circumstances in which a trainee may require special consideration when undertaking assessment and/or examination in completing the Cosmetic Surgery Training Program. The ACCSM is committed to supporting trainees for special consideration requirements where needed.

2. PURPOSE

This policy provides the circumstances and mechanisms by which trainees may apply for special consideration for variations to the ACCSM Cosmetic Surgery Training Program. Under this policy, trainees are required to apply and disclose circumstances that may impact their assessments to allow ACCSM to provide the appropriate support and planning for assistance.

3. SCOPE

The policy is applicable to circumstances that arise prior to or during an assessment and which are known to the individual prior to the result or outcome for that assessment being determined.

The policy will not be retrospectively applicable once an assessment result has been determined. Trainees must apply under the ACCSM Reconsideration, Review and Appeals Policy under those circumstances.

4. APPLICATIONS FOR SPECIAL CONSIDERATION

All applications for special consideration should follow the [Special Consideration Procedure Guideline](#) and use the [Special Consideration Application](#) form should be completed and submitted to admin@acasm.org.au

5. CIRCUMSTANCES THAT MEET SPECIAL CONSIDERATION

5.1 Each application for special consideration will be considered based on its merits using the values of this policy.

5.2 Trainees subject to ACCSM Cosmetic Surgery Training Program requirements may apply for special consideration if they can demonstrate to the Board of Censors that;

- i. There are circumstances that can be deemed of exceptional impact
- ii. That there are sufficient grounds for that trainee to be provided special consideration on the basis of those circumstances.

5.3 The Board of Censors will only approve applications for special consideration that meet these requirements.

5.4 Where the Board of Censors considers that adequate measures and support have been previously granted or are not otherwise warranted in the entirety of the circumstances, they are not obliged to approve special consideration.

5.5 It is the responsibility of the applicant to demonstrate that the exceptional circumstances have significantly affected them to the extent that special variations or special measures are warranted.

5.6 Where a form of special consideration is granted on the basis of meeting 5.2, this will not exempt the trainee from meeting the requirement or standard for performance or qualifications which have been set for the ACCSM cosmetic surgery training program.

6. GROUNDS FOR EXCEPTIONAL CIRCUMSTANCES

6.1 The Board of Censors will consider the following as exceptional circumstances which may lead to the granting of a form of special consideration:

- i. Acute medical conditions or serious illness or injury.
- ii. Substantial hardship as a result of a natural disaster.
- iii. Permanent and/or chronic illness, impairment or disability
- iv. Significant complications of pregnancy.
- v. Compassionate grounds, including the recent death or serious illness of an immediate family member, partner, close relative, or those who have had a significant relationship with the individual.
- vi. The recent birth or adoption of a child.

vii. Severe mental health challenges resulting from extreme hardship or trauma.

The ACCSM recognises that 6.1 may not include additional trainee circumstances that may form grounds for consideration under this policy.

7. CIRCUMSTANCES THAT DO NOT CONSTITUTE GROUNDS FOR SPECIAL CONSIDERATION

7.1 The Board of Censors will not approve special consideration where a trainee is aware of an event, condition or factor requiring special consideration and attempt to undertake assessment without advising the College prior. In this case, the trainee will generally be deemed to have accepted those circumstances and will not be entitled to special consideration, unless the Board of Censors determines otherwise.

7.2 The following would generally **not** be regarded by the College as exceptional circumstances for the purposes of applying for special consideration:

- i. Medical conditions or illnesses that would be considered minor.
- ii. Stress or anxiety associated with preparation for or performance in examinations or other forms of assessment.
- iii. Stress or anxiety resulting from relationship difficulties.
- iv. Stress or anxiety resulting from work-related issues that would be considered normative in medical practice, including adverse outcomes and medico-legal issues.
- v. Travel arrangements associated with an assessment.
- vi. Non acute or significant pre-existing illness or medical conditions affecting the individual, immediate family member, partner or close relative.
- vii. Excessive work commitments, including specific rostering arrangements.
- viii. Excessive commitments outside the applicable training program.
- ix. Limited ability by the trainee to organise and plan effectively in order to meet assessment deadlines within specified time frames.

- x. Unawareness of College regulations and/or policies.
- xi. Technology or computer-related problems (unless related to technology specifically provided by ACCSM).
- xii. Loss or theft of books or notes or similar materials.
- xiii. Circumstances where other options were available (e.g. withdrawal, deferral or adjustments to examination arrangements, etc.) and application was not made for such arrangements.

8. APPLICATIONS FOR ASSESSMENT AND EXAMINATION VARIATIONS

8.1 A trainee may be able to undertake an assessment or examination where reasonable adjustment arrangements are made on account of the following exceptional circumstances:

- i. Pregnancy or nursing an infant at the time of sitting an assessment or examination
- ii. Permanent or chronic impairment or disability
- iii. Religious observance requirements, which do not permit participation in an assessment at a particular time or on a particular day

8.2 In the case of an examination, applications must be submitted to the College in writing as soon as possible but not later than the application closing date of the examination.

8.3 Applications may be accepted after the application closing date where a candidate experiences exceptional circumstances that may arise after the closing date of an examination. Such applications should be submitted prior to the assessment or examination, as soon as the candidate becomes aware of the circumstances.

8.4 All application must include the details of the assessment or examination (type and date) for which variation arrangements are required, the nature of the adjustment arrangement(s) being sought (e.g., additional time or a scribe), and supporting documentation as per Section 6 of this policy.

9. APPLICATIONS FOR SPECIAL CONSIDERATION: EXAMINATIONS

9.1 Applications will only be considered for examination special consideration on the grounds of exceptional circumstances when the trainee has submitted an application in accordance with this policy.

9.2 The College must be contacted *prior* to an examination where Trainees feel their examination preparation has been significantly impaired through sudden illness, injury, or personal circumstance.

9.3 The Board of Censors may decide that the most appropriate action is for the trainee to defer an examination attempt and, if applicable, submit a special consideration application to extend a training due date to allow for a future sitting.

9.4 Applications citing longstanding conditions or circumstances are unlikely to be considered favorably, since the expectation is that, under such circumstances, the candidate should, where possible, withdraw from the examination and sit when fully prepared or have applied for adjustment arrangements as outlined in Section 8.

9.5 It is at the sole discretion of the Board of Censors to consider an any application for special consideration for an examination made after the publication of results.

10. CHALLENGES DURING AN EXAMINATION

10.1 In the event that a technical and/or procedural issue is encountered during an examination, the trainee must make the examiner/invigilator immediately aware at the time of the issue(s).

10.2 Where possible, the solution for a technical and/or procedural issue encountered during an examination will be compensation or resolution during the course of the examination. This may include additional time.

10.3 If a trainee's performance has been impacted due to an incident once the examination has commenced, and where compensation or resolution during the course of the examination is not possible, an application may be made for post examination considerations.

10.4 Applications for post examination considerations must be submitted within the following specified timeframes:

- Within 48 hours of the date on which the examination was conducted; or
- Within such other period which the Board of Censors, may, at its sole discretion, allow.

11. SPECIAL CONSIDERATION APPLICATION OUTCOMES: EXAMINATIONS

There are several possible outcomes for an application for special consideration of assessment:

11.1 Examinations

I. The application may be denied and no action taken

II. The trainee may be allowed to withdraw from the examination without penalty

III. The individual may be allowed a further attempt at the examination once all available attempts have been exhausted

VI. Other consideration granted as deemed appropriate

11.1.1 The remarking of an examination is not an outcome available under special consideration. The Reconsideration Review and Appeals Policy should be engaged for this process to be implemented.

11.1.2 Where the decision results in a trainee being granted an additional or supplementary attempt at an examination, the charging of fees to present at that attempt may apply.

11.1.3 Where an additional attempt at an examination is granted and the trainee does not require an extension of time in order to complete training and/or assessment requirements, the time limits available to complete their remaining training requirements may be extended time to allow the attempt at the examination.

12. WORKPLACE-BASED ASSESSMENT

12.1 The College acknowledges that there are occasions where non-submission of a completed Workplace-based Assessment(s) is beyond the control of a trainee.

12.2 In the case of special consideration requirements where a workplace based assessment is related to exceptional circumstances that were beyond the control of the trainee, arrangements should be made with Preceptors to find an alternative date to complete the training requirement.

12.3 The trainee should, where possible, make other arrangements to complete the requirement(s) before submitting an application for special consideration.

12.4 For anticipated requirements of special consideration, trainees should apply prospectively with any exceptional circumstances that may adversely affect the assessment process.

13. APPLICATIONS FOR SPECIAL CONSIDERATION

13.1 Trainees should follow the [ACCSM Special Consideration Procedure Guideline](#) to apply for special consideration.

13.2 The review of applications will not proceed until all requirements of the application process are completed, including

- Special Consideration Application Form
- Supporting documentation
- Payment of any prescribed fees as invoice by the College

13.3 Special consideration applications may be refused where a trainee makes a submission outside of the timeframes within this policy.

13.4 Any applications made outside the required timeframe, or not following the [ACCSM Special Consideration Procedure Guideline](#), may still be submitted and accepted at the sole discretion of the Board of Censors if they are satisfied that it was not possible for the trainee to meet the policy.

13.5 All special consideration applications will be considered by the College in as timely a manner as possible and trainees notified in writing of the decision in relation to their application as soon as is practicable.

14. SPECIAL CONSIDERATION DELIBERATIONS

14.1 All special consideration applications will be considered by the Board of Censors.

14.2 When making a decision, the Board of Censors will consider factors such as;

I. The extent to which the circumstances documented in the application are considered to be exceptional by which they could reasonably be seen as having substantially impacted the trainee from meeting the requirement in question, or as having adversely impacted on their performance in the assessment/examination.

II. What might reasonably be expected to occur in the workplace and the impact of the event, on the provision of health services.

III. The extent to which the circumstances cited are considered to have been foreseeable and/or avoidable by the trainee.

IV. The degree to which the exceptional circumstances are supported by the documentation provided in the application.

V. Any previously granted measures or support previously granted by the College in relation to the exceptional circumstances that are the subject of the application.

VI. Previous College decisions in relation to other applications citing similar grounds.

15. PRIVACY AND CONFIDENTIALITY

15.1 It may be necessary for the ACCSM to collect personal information from trainees applying for special consideration. In accordance with the Privacy Act 198 (Cth) (Australia) and the privacy Act 1993 (NZ), the ACCSM will not disclose personal information about the trainee except for the purpose directly relevant to by this policy.

15.2 All applications for special consideration will be regarded in confidence and with sensitivity to the trainee.

15.3 All applications made under the Special Consideration Policy and their outcome will be recorded and retained by the College under relevant policy and/or legislation until it is considered that the information will no longer be required for reference by the trainee or the College.

16. RECONSIDERATION, REVIEW AND APPEAL

The ACCSM Reconsideration, Review and Appeal Policy is available to trainees with regards decisions relating to special consideration.

17. RELATED DOCUMENTS

- ASCCM Special Consideration Procedure Guideline
- Reconsideration, Review and Appeal Policy
- ACCSM Constitution
- ACCSM Flexible Training Procedure
- ACCSM Withdrawal from Training Policy
- Remediation in Training Policy
- The National Employment Standards (Fair Work Act 2009) – www.fairwork.gov.au

18. CONTACT

For further information and advice about this policy please contact the ACCSM office.

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