1. PURPOSE AND SCOPE
This policy outlines the criteria and processes for applying for a reasonable adjustment for disability in relation to the sitting of a College examination.

2. KEYWORDS
Special consideration, medical, disability, reasonable adjustment

3. BODY OF POLICY

3.1. Reasonable Adjustment for Disability

3.1.1. A reasonable adjustment may be granted to a candidate who has applied to present for a College examination where a disability of the candidate had an adverse effect on the candidate’s ability to participate in the examination under normal examination conditions.

3.1.2. It is the candidate’s responsibility to determine his/her physical and/or mental fitness to participate in an examination. A candidate has the opportunity to withdraw from sitting the examination should a temporary circumstance have the potential to impact adversely on their performance and failure to do so where there was an opportunity will be taken into account when considering an application for reasonable adjustment. (See relevant Conduct of Examination policy).

3.1.3. “Disability” means any condition covered by an Australian or New Zealand disability discrimination law.

3.1.4. “Adjustment” means an alteration to the conditions under which an examination is sat.

3.2. Application

3.2.1. An application for reasonable adjustment must be submitted to the Examinations Department on the relevant application form which is available from the College website.

3.2.2. An application for a reasonable adjustment must be made at the time of registration for the examination or at least 90 days prior to the scheduled date of the examination or examination component for which the adjustment is being sought, whichever is the earlier. Component means a part of an examination which is sat on a particular day.

3.2.3. An application cannot be made on behalf of any other candidate.

3.3. Supporting Documentation

3.3.1. Relevant supporting documentation must be submitted with the application for reasonable adjustment. Supporting documentation submitted at a later date will not be considered.

3.3.2. The supporting documentation must include a current medical report or certificate from a registered medical practitioner in Australia or New Zealand who is the candidate’s relevant treating practitioner, not being a relative of the candidate, stating the nature of the disability and
substantiating the grounds for the reasonable adjustment sought and covering the following:

a. The nature and severity of the disability;
b. A clear description of the adjustment sought;
c. The date on which the medical practitioner examined the individual which must have been within 1 (one) week of the application being made; and

d. The medical practitioner's opinion on the effect of the condition on the ability of the individual to present for the examination under normal examination conditions.

3.4. Consideration of an Application for Reasonable Adjustment for Disability

3.4.1. Depending on the examination in respect of which the adjustment is sought, an application submitted for reasonable adjustment for disability will be assessed by either the Chair of the relevant SSE&CE Committee or the Senior Examiner of the relevant Specialty Court of Examiners on a case by case basis.

3.4.2. In making its decision, the Chair of the relevant SSE&CE Committee or Senior Examiner of the Specialty Court of Examiners may seek additional information from the candidate who is seeking the adjustment.

3.4.3. In considering and determining whether an adjustment is a reasonable adjustment, facts and circumstances relevant to reasonableness including the following will be taken into account by the Chair of the relevant SSE&CE Committee or Senior Examiner of the relevant Specialty Court of Examiners:

a. The nature of the disability
b. The nature of the adjustment required to accommodate the disability
c. The effect on, and the consequences for, the College of making the adjustment
d. The consequences for the applicant of not making the adjustment.

3.4.4. An applicant will be notified in writing of the outcome of his or her application prior to the examination.

4. ASSOCIATED DOCUMENTS

Policies
Conduct of the SET Clinical Examination
Conduct of the SET Generic Surgical Science Examination
Conduct of the Generic Surgical Science Examination for Prevocational Doctors
Conduct of the Cardiothoracic Surgical Sciences and Principles Examination
Conduct of the Orthopaedic Principles and Basic Science Examination
Conduct of the Paediatric Anatomy and Embryology Examination
Conduct of the Paediatric Pathophysiology Examination
Conduct of the Plastic and Reconstructive Surgical Science and Principles Examination
Conduct of the Surgical Science Examination in General Surgery
Conduct of the Surgical Science Examination in Neurosurgery

Approved By: Director, Education Development & Assessment
Document Owner: Manager, Examinations

Original Issue: October 2015
Version: 1
Approval Date: October 2015
Review Date: October 2018
Conduct of the Surgical Science Examination in Otolaryngology Head and Neck Surgery
Conduct of the Surgical Science Examination in Urology
Conduct of the Surgical Science Examination in Vascular Surgery
Conduct of the Fellowship Examinations

Form
Application for Reasonable Adjustments for Disability

**Approver**  Education Board
**Authoriser**  Council