Policies, Standards, and Guidelines

Guidelines for Application for Special Consideration

Adopted by Council February 2018
Guidelines for the Application for Special Consideration

1 Purpose

These guidelines set out the circumstances under which the Australasian Society of Ultrasound in Medicine (ASUM) may determine an application for Special Consideration from a student enrolled in any ASUM course currently offered.

Special Consideration is intended to provide equitable academic treatment for students whose performance in an assessment task is affected by permanent or temporary disability, acute or chronic illness, misadventure, serious work-related circumstances or mandatory commitments.

A student should only apply for Special Consideration when her/his performance in an assessment item has or could potentially be been affected by extenuating or special circumstances beyond his/her control.

Special Consideration is not automatically granted and will not result in any adjustment of assessment results.

2 Scope

These guidelines apply to all Students completing formal ASUM Education examinations and assessments.

The ASUM Board of Examiners will consider an application for special consideration where students can supply appropriate documentation and relevant information (as stipulated in Rule 4) certifying the circumstances or conditions which have had a significant impact on/or disadvantaged a student’s ability to attend or complete an assessment or examination within the standard procedures and timing as outlined in the relevant ASUM course Regulations.

3 Grounds for Application of Special Consideration

Special Consideration may be granted to an ASUM student where disability, illness, misadventure or other serious cause beyond the control of the individual has influenced attendance or performance in an assessment task, for example an examination.

Special Consideration may be classified according to the following grounds of eligibility:

3.1 Medical
   a) Serious physical or psychological injury or illness including complication from pregnancy.

3.2 Compassionate:
   a) Death of an immediate family member or partner;
   b) Substantive illness, injury or incapacitation of an immediate family member, partner or close relative;
   c) Birth or adoption of a child;
   d) Severe stress resulting from extreme hardship. E.g. financial.
   e) Trauma from an event occurring on the way to the assessment. E.g. motor vehicle accident
   f) An event which is caused solely by the effect of nature or natural causes.
3.3 **Disability**
   a) Disability causes a permanent limitation of physical, mental, sensory, neurological or psychiatric activity and this may affect a student’s participation or performance of an assessment
   
   b) Any student effected by a disability must advise ASUM in advance of the disability, limitations resulting from the disability and any accommodations that could be provided to the student to assist them during the assessment.

3.4 **Mandatory Commitment:**
   a) Religious observance including ceremonial or cultural commitments
   b) A compulsory legal requirement e.g. Jury Duty

4 **Application Procedure for Special Consideration**

Applications for Special Consideration must be made in writing, on the ASUM Special Consideration Form, and submitted to the ASUM Education Coordinator prior to the assessment or within 7 working days of the date of the assessment. All applications for Special Consideration must also be accompanied by the following documentation:

4.1 **Medical Grounds**
   a) Must be accompanied by a Medical Certificate from the treating physician which details the date(s) on which the student sought medical treatment and verification of the nature and the severity of the medical condition and impact on the assessment.

4.2 **Compassionate Grounds**
   a) A bereavement certificate or notice and statutory declaration stating the relationship of the student to the deceased.
   b) A letter from the medical practitioner where illness of a close relative is involved and the extent of commitment of the student in the direct care for the relative;
   c) A certified copy of a police incident report;
   d) An original or certified copy of a Medical Certificate.

4.3 **Disability**
   a) A certified copy of a Medical Certificate outlining the disability; and the timeframe the student has experienced the condition and the treating medical practitioner’s professional opinion about the impact of the disability on the student’s ability to complete the assessment.

A student requesting special accommodation of any individual requirements to be met during a formal assessment, e.g. an extension of time, assistive medical aid etc, must notify the Education Course Coordinator at least 90 days prior to the exam to ensure any approved accommodations can be implemented. The Special Consideration Form and Assessment Enrolment Form should be submitted simultaneously. Any such request will be considered by the Course Board of Examiners who may require an independent assessment to be undertaken at their discretion. The cost for any additional assessment will be the responsibility of the applicant. Requests for special accommodations should be within the scope of those that would reasonably provide within the workplace.

4.4 **Mandatory Commitment**
   a) Statutory declaration with information and documentation outlining the commitment and the significance with support from a religious authority, court authority, cultural leader etc.
Applications for mandatory commitment requirements, that proscribes participation in a formal assessment as set out in the ASUM academic calendar, should be made with the application for enrolment into the assessment. It is the responsibility of the applicant to provide sufficient details to clarifying the commitment restrictions that will impact on his/her attendance at an assessment. ASUM reserves the right to seek advice from any relevant authority in relation to the commitment prior to determining the application.

5 Supporting Documentation

Any supporting documents submitted with an application for Special Consideration that is found to involve a conflict of interest whereby the signatory is a family member, friend or relative, student supervisor, employer or colleague of the student will not be accepted.

6 Circumstances Not Constituting Adequate Grounds for Special Consideration

Circumstances which may not establish adequate grounds for the granting of Special Consideration include, but are not limited to:

a) Stress or anxiety associated with preparation for or performance in examinations or other forms of assessment
b) Minor illnesses or medical conditions,
c) Complications arising from travel arrangements organised by the applicant for the purposes of attending the assessment
d) Work commitments or rostering arrangements
e) attempting an assessment when not adequately prepared
f) Personal reasons,
g) Optional commitments of a personal nature or lifestyle choice e.g. travel,
h) English as a second language.
i) Stress or anxiety resulting from relationship difficulties other than that associated with the complete breakdown of a marriage, de facto relationship or equivalent;
j) Pre-existing illness or medical condition affecting the applicant, immediate family member, partner or close relative which is not regarded as acute and substantive;
k) The inability of an individual to organise their time effectively in order to meet administrative requirements/deadlines;
l) Ignorance of relevant published regulation(s) and/or policy;
m) Equipment failure in the case of mini-CEX or online examination

7 Notification of Outcome of Application for Special Consideration

A student will be notified in writing of the outcome of her/his application for Special Consideration within 4 weeks of the application.

8 Related/Supporting documents

The following documents are required to give effect to this guideline:
1. All ASUM Education Regulations

9 Contact

ASUM Standards of Policy Officer
Email: asum@asum.com.au

10 Review

This guideline will be reviewed and evaluated as required to ensure relevance and currency.
The review table indicates previous versions of the guideline and any significant changes.

11 Approval

This guideline has been approved and issued by the ASUM Council.

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