

## **Policies, Standards, and Guidelines**

### **Application Guidelines for Special Consideration and Arrangements**

*Approved by the ASUM Board of Directors  
August 2025*

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## **Application Guidelines for Special Consideration and Arrangements**

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### **1 Purpose and Scope**

This guideline details the application process for special consideration and arrangements and provides information on how the Australasian Society for Ultrasound in Medicine (ASUM) will handle these applications. Special consideration and arrangements may be relevant to all formal ASUM Education examinations and assessments.

Special consideration and arrangements are intended to provide equitable academic treatment for candidates whose performance in assessments is likely to be disadvantaged by exceptional circumstances.

### **2 Definitions**

<b>Candidate</b>	Person enrolled in a formal ASUM Education course.
<b>ASUM Learn</b>	ASUM's medical education and professional development programs which include but are not limited to:  Diploma of Diagnostic Ultrasound (DDU) Certificate in Clinician Performed Ultrasound (CCPU) Certificate for Allied Health Performed Ultrasound (CAHPU)
<b>ASUM Learn Activity</b>	Educational activity such as an assessment or examination. For clarity the activity to which special considerations are being requested.
<b>Exceptional Circumstances</b>	Circumstances or situations outside of a candidate's control and which have a direct and significant impact on the candidate's ability to complete an assessment or examination. These may keep a candidate from completing a course requirement, attending an assessment, submitting an assessment, or significantly affect assessment/examination performance.

### **3 Grounds for Special Consideration or Arrangements**

The relevant ASUM Committee of Examiners will consider an application for special consideration or arrangement where candidates can supply appropriate documentation and relevant information (see Clause 4 and 5) detailing the exceptional circumstances that have significantly impacted the candidate's ability to attend or complete an assessment within the standard course regulations.

Possible outcomes of special consideration may include an extension, resubmission of an assessment, or an alternative assessment. However, applications for special consideration are not automatically granted and will not result in any adjustment of assessment results.

### **4 Special Consideration Categories, Supporting Documentation, and Standard Outcomes**

The following categories provide common examples of applicable exceptional circumstances and supporting evidence that may be supplied; however, this list is not exhaustive.

All supporting documents may be provided as originals or certified copies.

Category	Required supporting evidence	Potential outcome if approved
<p><b>Health</b></p> <ul style="list-style-type: none"> <li>• Serious physical or psychological injury or illness</li> <li>• Including complications from pregnancy</li> </ul>	<p>Statutory declaration by candidate or Medical Certificate confirming inability for the candidate to complete the ASUM Learn Activity. No diagnosis details are to be included in the documentation e.g.</p> <p><i>“The candidate was under my care from [dates] and was unable to undertake assessment due to medical reasons.</i></p> <p><i>I confirm that Name [the candidate] is pregnant with an expected due date in [month and year].</i></p>	<p>Extension for assessment submission and/or extension of course enrolment</p>
<p><b>Compassionate</b></p> <p>Hardship or trauma, including:</p> <ul style="list-style-type: none"> <li>• Death of immediate family member, partner, or close relative</li> <li>• Serious illness, injury, or incapacitation of an immediate family member, partner, or close relative</li> <li>• Severe stress resulting from extreme hardship e.g., sudden loss of income or employment</li> <li>• Accident or trauma from an event occurring on the way to the assessment e.g., motor vehicle accident, victim of a crime</li> <li>• An event solely caused by the effect of nature or natural causes</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory declaration by candidate outlining the circumstances for the hardship or trauma. Medical documents or police report may be sighted by the Justice of the Peace to support the statutory declaration.</li> <li>•</li> <li>• Medical information or birth certificate are NOT to be included with the request.</li> <li>•</li> </ul>	<p>Extension for assessment submission and/or extension of course enrolment</p>
<p><b>Life events</b></p> <ul style="list-style-type: none"> <li>• Birth or adoption of a child / Death in the immediate family</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory declaration with birth certificate or death certificate sighted by the Justice of the Peace</li> <li>•</li> <li>• Birth certificate or death certificate (as applicable) are NOT to be included with the request.</li> <li>•</li> </ul>	<p>Extension for assessment submission and/or extension of course enrolment</p>

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## Legal and religious commitments

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| <ul style="list-style-type: none"><li>Religious observance including ceremonial or cultural commitments</li><li>A compulsory legal requirement e.g., Jury Duty</li></ul> | <ul style="list-style-type: none"><li>Simplified declaration confirming commitment and impact</li></ul> | Extension for assessment submission and/or extension of course enrolment |
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## 5 Special Arrangement Categories, Supporting Documentation, and Standard Provisions

The following categories provide examples of circumstances that warrant special arrangements; however, this is not an exhaustive list.

All supporting documents may be provided as originals or certified copies.

Category	Required supporting evidence	Typical arrangements
<b>Breastfeeding</b>  ASUM acknowledges the importance of breastfeeding to both parent and infant and allows reasonable arrangements for candidates during assessments and examinations.  ASUM recognises the unique needs for each breastfeeding relationship, thus, the standard provisions do not preclude application for additional special arrangements.	<ul style="list-style-type: none"><li>Statutory declaration confirming the expected birth [month and year] or breastfeeding status.</li><li></li><li>Medical information or birth certificate are NOT to be included with the request.</li><li>.</li></ul>	<b>Written assessments</b> <ul style="list-style-type: none"><li>A 30-minute supervised break mid-assessment to allow for breastfeeding or expressing milk</li></ul> No access to assessment materials or other resources is permitted during this time. Candidates will be supervised during this break and will sit the assessment in a different room to prevent disturbance to other candidates.  <b>Oral assessments</b> <ul style="list-style-type: none"><li>Provision of a lactation/expressing space for use pre- and post- assessment.</li></ul> This space may be a shared space with ASUM staff or contractors.

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## **Pre-existing, permanent, and/or chronic impairment or disability**

ASUM is dedicated to ensuring that all candidates have equitable treatment for assessments and examinations and allows reasonable accommodations for candidates.

This includes but is not limited to candidates living with a disability that causes a permanent limitation of physical, mental, sensory, neurological, or psychiatric activity, and that may affect a candidate's participation at or performance of an assessment.

The Board of Examiners may request evidence to support your application e.g., medical certificate from a health professional or National Disability Insurance Scheme (NDIS) provider.

Any information collected will be handled in accordance with ASUM's Privacy Policy.

Requests will be considered by the relevant Board of Examiners who may require an independent assessment to be undertaken at their discretion. The cost for any additional assessments will be the responsibility of the applicant.

Requests for special arrangements should be within the scope of those that would reasonably be provided within the workplace.

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A candidate requesting special arrangements during a formal assessment, e.g., an extension of time, assistive medical aid, must notify the Education Course Coordinator at the time of enrolment for an assessment, or as soon as practicable. The Special Consideration and Arrangements Form and Assessment Enrolment Form should be submitted simultaneously. Application Procedure for Special Consideration and Arrangements

Applications for special considerations and arrangements must be made in writing using the ASUM Special Consideration and Arrangements Form and submitted prior to the assessment at the time of assessment enrolment, as soon as practicable, or within 7 working days after the date of the assessment.

All applications for special considerations or arrangements must also be accompanied by supporting documentation. Supporting documents will only be accepted from appropriate professionals, provided there is no conflict of interest whereby the signatory is a family member, relative, student supervisor, employer, close associate, or colleague.

## **6 Circumstances Not Constituting Adequate Grounds for Special Consideration**

Circumstances which are generally not considered 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) optional commitments of a personal nature or lifestyle choice, e.g., travel;
- g) English as a second language;
- h) stress or anxiety resulting from relationship difficulties other than that associated with the complete breakdown of a marriage, de facto relationship or equivalent;
- i) pre-existing illness or medical condition affecting the applicant, immediate family member, partner or close relative which is not regarded as acute and substantive;
- j) the inability of an individual to organise their time effectively in order to meet administrative requirements/deadlines;

k) ignorance of relevant published regulation(s) and/or policy.

## 7 Notification of Outcome of Application for Special Consideration

The outcomes of special consideration applications will be provided in writing within four (4) weeks of submission.

All application outcomes remain at the Board of Examiners' discretion.

## 8 Related Policies/Regulations

The following documents accompany this guideline:

1. All ASUM Learn Regulations
2. ASUM Special Consideration and Arrangements Form
3. ASUM Privacy Policy

## 9 Contact

ASUM Policy and Standards Officer  
Email: [asum@asum.com.au](mailto:asum@asum.com.au)

## Review

This guideline will be periodically reviewed and updated where appropriate to maintain its relevance and currency.

Version	Effective from	Effective to	Amendment(s)
1.0	Feb 2018	December 2021	Original version
2.0	Jan 2022	Present	Clarifications in wording, formatting updates Inclusion of breastfeeding provisions
3.0	July 2025	Present	Removal of the provision of documents and inclusion of a statutory declaration as evidence in support.

The review table indicates previous versions of the guideline and any significant changes.

## 10 Approval

This guideline has been approved and issued by the ASUM Board of Directors.

Approval by	ASUM Board of Directors
Approval date	30 August 2025



## SPECIAL CONSIDERATIONS AND ARRANGEMENTS APPLICATION FORM

Name of Applicant	
Member No.	
Assessment Involved	
Date of Assessment	

### Grounds for Application of Special Consideration

<input type="checkbox"/> Medical	<input type="checkbox"/> Mandatory Commitment
<input type="checkbox"/> Compassionate	

### Grounds for Application of Special Arrangements

<input type="checkbox"/> Breastfeeding	<input type="checkbox"/> Disability/Impairment
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### Application Confirmation

	I have attached my detailed cover letter justifying my request with supporting documentation in accordance with the Special Consideration Policy.
	I understand that ASUM will only consider the information provided on this application in determining my application for Special Consideration or Arrangement.
	My application for Special Consideration or Arrangement has been submitted within the specified time frames for consideration.
	I hereby certify that the information submitted is a true and accurate representation of my circumstances.
	I have read and understand the information provided to me in the Special Consideration and Arrangements Policy.  I hereby undertake to comply with all the conditions set out in the Special Consideration and Arrangements Policy.

<b>Applicant Signature</b>	<b>Date</b>	
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*Please return this form to your course coordinator*

### Supervisor Declaration (For Part 2 Students)

*By signing this application, I am confirming that I have sighted the above applicant's covering letter and supporting documentation and am aware of their circumstances for their Special Consideration request.*

<b>Supervisor Name</b>	<b>Signature</b>	<b>Date</b>