



CONTINGENCY PLANS FOR EXAMINATIONS

Note: These guidelines apply to both General and Paediatric Second Part Examinations, OTS Performance Assessment and the First Part Examination

1. WRITTEN EXAMINATION

1.1 Failure of Questions to arrive

If a question paper has not arrived two working days before the date of the examination, the following action must be taken:

1.1.1 The local Organiser must advise the Training and Examinations Co-ordinator that copies of the examination paper have not arrived at the examination centre.

1.1.2 An investigation as to the whereabouts of the missing papers will be required.

1.1.3 If there are concerns that candidates may have access to the missing papers, it may be necessary to reset the questions for the whole examination. As this will cause major disruption to the examination, such action will only be taken after the matter has been discussed between the President and the Chairman of Examinations. Time constraints may necessitate some modification of this process.

1.1.4 If there are no such concerns, then replacement question papers must be urgently despatched to the examination centre with the usual security arrangements.

1.1.5 If these replacement papers do not arrive by the afternoon prior to the examination, arrangements must be made to email the question papers to the examination centre under strict security.

1.1.6 If appropriate email facilities are unavailable, the following action will be taken.

1.1.6.1 The Short Answer Question Paper shall be scanned and emailed or faxed to the Organiser and checked by the Chairman Examinations Committee. If unavailable another appropriate Fellow may fulfil this role. This process must also take place under strict security.

When accuracy has been verified, the appropriate number of copies will then be made including one to be returned to the Co-ordinator with the answer papers. Normal security precautions apply to these copies.

1.2 Failure of Answers to Arrive

1.2.1 Delay in delivery

Delay the announcement of results to the affected candidates, and appoint a committee to finalise the marks as soon as possible.

1.2.2 Loss of single answer

In the event of loss of a single **answer** script for one question from one candidate, the candidate shall be granted the mean score of the candidate's other SAQ marks.

1.2.3 Loss of more than one answer

Loss of more than one answer script necessitates that the affected candidate(s) sit again. Following discussions between the President, the Chairman of Examinations, a new paper (or papers) may be set for this purpose.

1.3 Failure of Candidates to Arrive

If a candidate fails to arrive at the time and date scheduled for the commencement of the written section of the examination due to circumstances (other than illness) beyond his/her control, he/she may only be admitted if it is less than one hour after the scheduled commencement time. In this case the candidate may be permitted a corresponding extension of the time.

2. ORAL EXAMINATIONS**2.1 Absence of Examiners during viva examination**

In the event that an examiner is missing for up to five minutes, that viva is concluded and will be retaken at the end of the session or at another mutually convenient time on that day. In that event candidates must be told that the examiner has been called away.

2.2 Failure of candidate to arrive due to circumstances beyond his/her control

2.2.1 If illness prevents a candidate attending the examination, reference is made to section 3.

2.2.2 For candidates who are present, the Examination shall proceed normally.

2.2.3 If a candidate arrives at the time of or after the second bell then he/she will be offered a viva at the end of the session or at another mutually convenient time on that day.

3. EXAMINATION CANDIDATES SUFFERING FROM ILLNESS, ACCIDENT OR DISABILITY

Candidates should not be disadvantaged unnecessarily as a result of events outside their control. Nevertheless, in seeking to redress any disadvantage, no action should be taken which could be construed to be unfair to other candidates.

Some guidelines can be formulated for the procedures to be followed in some cases of illness or disability in relation to the examinations. However, it is impossible to foresee every eventuality.

Where a problem arises which is not covered in the Regulations, instructions to examiners, or these guidelines, advice should be sought from the Censor or President.

3.1. Acute Illness occurring at the time of examination

3.1.1 Sudden illness which precludes a candidate from attending all or part of an examination, may provide grounds for remission of the examination entry fee.

3.1.2 Application for this consideration must be made by the candidate and supported by a medical certificate. Such a medical certificate may be provided by a member of the Court of Examiners, but not by the candidate.

3.1.3 In the event that examiners become aware that a candidate is ill, they should:

3.1.3.1 Determine whether, in their opinion, the illness is incapacitating.

3.1.3.2 Advise the candidate to withdraw if appropriate.

3.1.3.3 Notify the President in writing of this action.

3.1.4 Further action is at the discretion of the Board, on the advice of the Chairman of the Examinations Committee.

3.2 Acute illness, accident or disability which immobilises, but does not incapacitate the candidate

3.2.1 It is possible that a candidate may be precluded from attending the venue for the written examination, by an illness, accident or disability which does not otherwise affect his or her participation.

3.2.2 Under these circumstances, the Chairman of the Examinations Committee or his deputy should consider the possibility that the WRITTEN examination could be taken at some other appropriate place at the same time as other candidates in the region. An appropriate invigilator should be appointed for that purpose.

3.2.3 No such concession is possible for the oral examination, so that if action under 3.3.2 is contemplated, it must be dependent on the likelihood that the candidate will be fit to attend the vivas.

3.3 Chronic Illness or disability

Candidates with a chronic illness or disability will not normally be granted any concession with respect to any part of an 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 the Examinations Committee at least four (4) calendar months prior to the advertised closing date. Further action is at the discretion of the Board, on advice from the Chairman of the Examinations Committee.

3.4 Other Concessions

3.4.1 Candidates who have been prevented from completing an examination by illness, accident or disability will NOT be exempted from any part of a future examination.

3.4.2 A candidate precluded from completing an examination by illness, accident or disability, will remain eligible for awards of prizes at a future examination.

*Published by JFICM: 2009
Republished by CICM: 2010*

www.cicm.org.au

© This document is copyright and cannot be reproduced in whole or in part without prior permission.