



**College of Intensive Care Medicine
of Australia and New Zealand**
ABN: 16 134 292 103

Document type: Examinations
Date established: 1996
Date last reviewed: 2015

CANDIDATES SUFFERING FROM ILLNESS, ACCIDENT OR DISABILITY

1. INTRODUCTION

The College's examination processes aim to provide candidates with conditions that allow and encourage performance to the best of their ability. Illness, accident or disability have the potential to compromise performance. General principles governing this situation include the following principles:

- 1.1 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.
- 1.2 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.
- 1.3 Where a problem arises which is not covered in the Regulations, instructions to examiners, or these guidelines, advice should be sought from the College as soon as possible.

2. ACUTE ILLNESS OCCURRING AT THE TIME OF EXAMINATION

- 2.1 In the event that an examiner or staff member becomes aware that a candidate is ill, he/she should notify the Chair of the Court who will:
 - 2.1.1 Determine whether, in his/her opinion, the illness is incapacitating.
 - 2.1.2 If appropriate, advise the candidate to withdraw.
- 2.2 In the event of illness or disability occurring prior to or during any part of the examination, no special consideration will be given to a candidate who elects to continue with the Examination.
- 2.3 Sudden illness which precludes a candidate from attending all or part of an examination, may provide grounds for a refund of the examination entry fee.
- 2.4 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.
- 2.5 Further action is at the discretion of the Board, on the advice of the relevant Chair.

3. ACUTE ILLNESS, ACCIDENT OR DISABILITY WHICH IMMOBILISES, BUT DOES NOT INCAPACITATE THE CANDIDATE

- 3.1 A candidate who is otherwise fit to participate in the written examination may be precluded from attending the venue for the written examination, by an unexpected illness, accident or disability.
- 3.2 Under these circumstances, the College will consult with the Chair and Deputy of the relevant Examination Committee to consider the possibility that the Written Section of the Examination 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 and decisions would be made using a case by case approach.
- 3.3 Limited concession is possible for the Oral Section, so that if action under 3.2 is contemplated, it must be dependent on the likelihood that the candidate will be fit to participate in the Oral Section.

4. 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 Chair of the relevant Examination Committee as soon as possible. Further action is at the discretion of the Board, on advice from the relevant Chair of the examination.

5. OTHER CIRCUMSTANCES

- 5.1 A candidate who has been prevented from completing an examination by other circumstances will not be exempted from any part of a future examination.
- 5.2 A candidate who has been prevented from completing an examination by illness, accident, disability or other circumstances, will remain eligible for awards and prizes at a future examination.

*Promulgated by FICANZCA: February 1996
Date reviewed: July 2001, 2006, 2009, 2015
Republished by CICM: 2010*

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