

# Consideration of Special Circumstances Policy



The Royal Australian and New Zealand  
College of Radiologists®

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RANZCR Board of Directors

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## About the College

The Royal Australian and New Zealand College of Radiologists (RANZCR; the 'College') is a not-for-profit association of members who deliver skills, knowledge, insight, time and commitments to promote the science and practice of the medical specialties of clinical radiology (diagnostic and interventional) and radiation oncology in Australia and New Zealand.

The Australian Medical Council on behalf of the Medical Board of Australia accredits the College for the education and training program for clinical radiologists and radiation oncologists in Australia. The Medical Council of New Zealand accredits the College for the education and training program for clinical radiologists and radiation oncologists in New Zealand.

The Faculty of Clinical Radiology (FCR), RANZCR, is the peak bi-national body for setting, promoting and continuously improving the standards of training and practice in diagnostic and interventional radiology for the betterment of the people of Australia and New Zealand.

The Faculty of Radiation Oncology (FRO), RANZCR, is the peak bi-national body advancing patient care and the specialty of radiation oncology through setting of quality standards, producing excellent radiation oncology specialists, and driving research, innovation and collaboration in the treatment of cancer.

The College is led by clinicians who are democratically elected by the membership. The ultimate oversight and responsibility for the College is vested in the Board of Directors.

## Vision

RANZCR leading best practice in clinical radiology and radiation oncology for the benefit of our patients and society.

## Purpose

To drive the safe and appropriate use of radiology and radiation oncology to optimise health outcomes through leadership, education and advocacy.

## Values

### Commitment to Best Practice

Exemplified through an evidence-based culture, a focus on patient outcomes and equity of access to high quality care; an attitude of compassion and empathy.

### Acting with Integrity

Exemplified through an ethical approach: doing what is right, not what is expedient; a forward thinking and collaborative attitude and patient-centric focus.

### Accountability

Exemplified through strong leadership that is accountable to members; patient engagement at professional and organisational levels.

### Leadership

Exemplified through a culture of leadership where we demonstrate outcomes.

### Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.

## 1. INTRODUCTION

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### (a) Approval and Commencement

- (a) commences operation on 15 January 2021.
- (b) replaces the *Consideration of Special Circumstance Policy V 2.1* which ceases operation on 14 January 2021.

### (b) Purpose and Scope

The Consideration of Special Circumstances Policy ('Policy') outlines the criteria and mechanisms by which RANZCR Trainees or International Medical Graduates (IMGs) may advise the College of, and the College may consider, special circumstances which may adversely impact on their clinical training assessment, examination or other evaluation processes.

The College is committed to supporting Trainees/IMGs to continue their progress through the training programs in accordance with the expectations set out by the College.

This Policy applies to those examinations and assessments which are formally scheduled by the College. Where the examination or assessment is on a one to one basis and scheduled by mutual agreement, a request for a change in time or date may be made directly to the relevant Director of Training or in the case of IMGs, their clinical supervisor.

The College will consider an application for Consideration of Special Circumstances where circumstances or conditions may have significant impact on, or disadvantage, a Trainee's / IMG's ability to complete an examination or assessment within the standard procedures and timing.

The College is unable to determine in advance all circumstances that might lead to the granting of Consideration of Special Circumstances. Each case will be considered on its merits in accordance with this Policy.

### (c) Definitions

In this Consideration of Special Circumstances Policy:

**Applicant** means a Trainee/IMG who has formally requested that their special circumstances be considered in accordance with this Policy

**Assessment** means an activity used to gauge a trainee's/IMG's progression through the training programs and/or their competency against the requirements of the training programs. Note: for the purpose of this Policy, the term 'assessment' is distinct to the term 'examination'

**CEO** means the Chief Executive Officer appointed by the Board of Directors of the Royal Australian and New Zealand College of Radiologists. This definition also includes an interim CEO for the College

**Chief Censor** means the clinician appointed under the Faculty By-laws to oversee all aspects of training and assessment conducted as part of the Clinical Radiology or the Radiation Oncology Training Program

**Clinical Supervisor** means any consultant radiologist or radiation oncologist at a College-accredited training site who supervises a session or modality and is involved in teaching, assessment and/or feedback

**College** means The Royal Australian and New Zealand College of Radiologists

**Director of Training** means the clinician/s appointed by the College, with overall responsibility for the structure and quality of training in a College-accredited training site in line with the College policies and the specific arrangements within their training network. The Director of Training is also responsible for providing trainees with information and feedback on their progress

**Education and Training Committee (ETC)** means the governing body under the Faculty By-laws that develops the educational content, assessments and accreditation mechanisms that ensure that trainees can become competent clinical radiologists and radiation oncologists

**Examination** means a form of assessment as defined in the College's Examination Policies

**Fellow** means a College member admitted to Fellowship of the Royal Australian and New Zealand College of Radiologists

**Head of Specialty Training (HoST)** means a College staff member who is the person appointed by the CEO to be responsible for the development and implementation of the Specialty Training programs of the College. The HoST works closely with elected clinical leaders and the relevant standing committees of the Faculty of Clinical Radiology and the Faculty of Radiation Oncology, the senior management team and the College staff

**International Medical Graduate (IMG)** means International Medical Graduates who have completed their primary and specialist medical training overseas. IMGs are assessed by the College for comparability to an Australian/New Zealand trained radiologist or radiation oncologist

**Member** means a member of the College as specified under the RANZCR Articles of Association

**Project Officer** means a College staff member who is the person appointed by the Head of Specialty Training and who holds an employment competency scale of at least Project Officer and for the purposes of this Policy, is involved in the processes outlined under Part 7 of this Policy

**Senior STU Member** means a College staff member who is the person appointed by the Head of Specialty Training and who holds an employment competency scale of Senior Project Officer or Manager or above and for the purposes of this Policy, is involved in the processes outlined under Part 7 of this Policy

**Special Circumstances related incident** means an incident whereby disability, illness, misadventure or other serious cause beyond the control of the Applicant has impacted on their performance in an examination or assessment

**Specialty Training Unit (STU)** means the unit within the College's organisational structure, headed by the Head of Specialty Training, and principally responsible for administering the College's training programs, IMG assessments and associated activities such as training site accreditation, examinations, and trainee progression

**Staff Member** means any person appointed by the CEO or delegate who is working in a permanent, temporary, casual, termed appointment or honorary capacity for the College and for the avoidance of doubt includes contractors, consultants, and other workers at the College, including all personnel associated with third parties

**Trainee** means a College member actively participating in either the Clinical Radiology Training Program or the Radiation Oncology Training Program and is considered a trainee member under the RANZCR Articles of Association

## 2. SPECIAL CIRCUMSTANCES

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- (a) This Policy may apply to any form of College examination or assessment.
- (b) An application for Consideration of Special Circumstances will only be accepted and considered where a compliant application has been made and submitted within the timelines outlined under this Policy.
- (c) Applications for Consideration of Special Circumstances will not be accepted or considered once the outcome of an assessment or the results in an examination series have been released.
- (d) Consideration of Special Circumstances may be granted to an Applicant who has undertaken or will undertake a College examination or assessment where a Special Circumstances related incident has:
  - (i) had an adverse effect on their performance; or
  - (ii) the potential to have an adverse effect on their performance; or
  - (iii) precluded or will preclude them from participating in a College examination or assessment.
- (e) Applicants are responsible for determining their physical and/or mental fitness to participate in an examination and/or assessment. Trainees/IMGs who believe that their circumstances have the potential to impact on their performance should consider the following options when applying under this Policy:
  - (i) **Deferment:** Trainees/IMGs who wish to apply to defer their next consecutive examination opportunity are required to submit an application for Consideration of Special Circumstances for deferment and determination of remaining opportunities (where applicable).
  - (ii) **Withdrawal:** Trainees/IMGs who have applied for an examination and wish to withdraw from the examination are required to submit an application for Consideration of Special Circumstances for withdrawal and determination of remaining examination opportunities (where applicable).
  - (iii) **Reasonable Adjustments for a Medical Condition or Pre-Existing, Permanent and/or Chronic Impairment or Disability:** Where a medical condition or pre-existing, permanent and/or chronic impairment or disability will have an adverse effect on a Trainee's/IMG's ability to participate in the examination or assessment under normal examination or assessment conditions, a reasonable adjustment may be granted prospectively to an Applicant.

It is the Trainee's/IMG's responsibility to advise the College in advance of the examination or assessment of the additional assistance to be provided to them during the examination or assessment. Trainees/IMGs are required to submit an application for Consideration of Special Circumstances detailing the additional assistance required. The types of assistance should be similar to what might be reasonably expected to be available within the normal workplace of a clinician. These may include additional time, special equipment, or other modifications to the examination or assessment procedure as appropriate.

- (iv) **Reasonable Adjustments for Religious Observance Reasons:** Where religious requirements will have an adverse effect on a Trainee's/IMG's ability to participate in the examination or assessment under normal examination or assessment conditions, a reasonable adjustment may be granted prospectively to an Applicant.

It is the Trainee's/IMG's responsibility to advise the College in advance of the examination or assessment of the modifications to the examination or assessment procedure required as a result of reasons related to religious observance. Trainees/IMGs are required to submit an application for Consideration of Special Circumstances detailing the modifications required. The types of modifications

should be similar to what might reasonably be expected to occur in the workplace. These may include modifications to the timing of an examination sitting.

- (v) **Other:** Where there are special circumstances that are beyond the control of the Trainee/IMG which will preclude them from completing training program requirements (including assessments or fulfilling examination eligibility requirements), an application for Consideration of Special Circumstances for determination of training program completion requirements (including assessment completion requirements or determination of their eligibility to sit/attempt or re-sit the examination), is required to be submitted.

Note: With reference to special circumstances that are beyond the control of the Trainee/IMG which will preclude them from completing training program requirements, a Trainee/IMG is not permitted to utilise such circumstances as a means to circumvent other College policies (e.g. a Trainee/IMG is not permitted to request additional examination opportunities/attempts under this Policy if this is in conflict with the provisions outlined under the relevant Examination policies).

- (f) Where a Trainee/IMG has presented for an examination or assessment and a Special Circumstances related incident has occurred before or during the course of the examination or assessment, it is a requirement that the Trainee/IMG notify a designated RANZCR staff member at the time of the incident. If a designated RANZCR staff member is not physically present before or during the time of the incident, the Trainee/IMG must contact the College (via phone or email) at that time. Failure to notify a designated RANZCR staff member at the time (before or during) the examination or assessment, will result in application for Consideration of Special Circumstances not being accepted.
- (g) Where an allowance has been granted to an Applicant in accordance with this Policy, the Applicant must still fulfil the learning outcomes of the assessment or achieve the required passing standard of an examination. **The College will not adjust marks for any aspect of the assessment or examination because of ill health or other circumstances.**
- (h) Where any special circumstance has the potential to, or has, adversely impacted on a Trainee's/IMG's performance, (and that Trainee/IMG has not adhered to the provisions of this Policy), failure to adhere to the provisions of this Policy, (where there was an opportunity to do so), will be taken into account when considering related applications for Consideration of Special Circumstances.

### 3. GROUNDS FOR CONSIDERATION OF SPECIAL CIRCUMSTANCES

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Applications for Consideration of Special Circumstances are classified on the following grounds, which may be temporary or permanent:

- (a) Medical
  - Including, but not limited to:
    - (i) Illness or injury;
    - (ii) Physical trauma leading to impairment or disability; or
    - (iii) Circumstances which may affect emotional stability (including severe stress or anxiety and acute mental health).
- (b) Compassionate
  - Including, but not limited to:
    - (i) Death of an immediate family member, partner or close relative;
    - (ii) Birth or adoption of a child;

(iii) Serious illness, injury or incapacitation of an immediate family member, partner or close relative; or

(iv) Serious disruptive events.

(c) Pre-existing, Permanent and/or Chronic Impairment or Disability

Pre-existing, permanent and/or chronic impairment or disability is defined as a permanent or long-standing condition that may limit the participation or performance of a Trainee/IMG when they are undertaking an assessment or examination.

(d) Religious Observance

Where religious observance requirements prohibit participation in an assessment or examination at a particular time or on a particular day.

#### **4. CIRCUMSTANCES NOT CONSTITUTING SUFFICIENT GROUNDS FOR CONSIDERATION OF SPECIAL CIRCUMSTANCES**

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(a) Circumstances which will not constitute sufficient grounds for an application for Consideration of Special Circumstances include but are not limited to:

(i) Mistaken timing or difficulties locating an examination or assessment venue;

(ii) The inability of an individual to organise their time effectively in order to meet assessment requirements/deadlines;

(iii) English as a second language;

(iv) Circumstances where alternative arrangements were available (e.g. withdrawal, deferral, reasonable adjustments or other special arrangements, etc.) and an application for Consideration of Special Circumstances was not made for such arrangements.

(b) Some of the College examinations are undertaken within an electronic platform environment delivered on an easy to use e-Examination interface. The e-Examinations are not a test of an Applicant's typing skills and sufficient time has been allocated to answer all questions. Applications for Consideration of Special Circumstances raised in relation to an Applicant's difficulty/deficiency with typing (in the absence of a medical condition or pre-existing, permanent and/or chronic impairment or disability as outlined in Part 3 of this Policy) do not constitute sufficient grounds for an application for Consideration of Special Circumstances.

Where the examinations are in written format, candidates may not type their answers in the examination.

Where the examinations are in electronic format, candidates are required to type their answers in the examination and handwriting, or the use of a typist (in the absence of a medical condition or pre-existing, permanent and/or chronic impairment or disability as outlined in Part 3 of this Policy), is not permitted.

(c) Consideration of Special Circumstances will not apply in circumstances which the Applicant has initiated, caused or voluntarily consented to any event or outcome which was in the power or control of the Applicant to avoid.

(d) If an Applicant has signed a declaration stating that they are not affected by any special circumstances related incident, and subsequently realise that they were affected by a special circumstances related incident, the Applicant will be found to have not established sufficient grounds for consideration of special circumstances (unless the special

circumstances related incident arose before or during the scheduled date of the examination or assessment and the Applicant is still within the timeframes to apply under this Policy).

## **5. APPLICATION FOR CONSIDERATION OF SPECIAL CIRCUMSTANCES**

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### **(a) Medical Grounds**

Applications for Consideration of Special Circumstances on medical grounds must be submitted no later than 5 calendar days after the date of the examination or assessment and must be accompanied by a letter from the Applicant's treating medical practitioner which must detail the following:

- (i) The date(s) on which the Applicant sought medical treatment or advice, which must be prior to, on the date of the scheduled examination/assessment or no later than 5 calendar days after the date of the scheduled examination/assessment;
- (ii) A description of the medical condition;
- (iii) The severity of the medical condition;
- (iv) The time frame associated with the medical condition; and
- (v) The treating medical practitioner's professional opinion regarding the effect the medical condition has/had on the Applicant's ability to perform in the examination or assessment.

### **(b) Reasonable adjustments for a Medical Condition or a Pre-Existing, Permanent and/or Chronic Impairment or Disability**

The College will endeavour to provide an optimal examination or assessment environment for Trainees/IMGs with a medical condition or a pre-existing, permanent and/or chronic impairment or disability. Applicants applying for the use of special equipment, aids or other modifications to the examination or assessment procedure as a result of a medical condition or a pre-existing permanent and/or chronic impairment or disability (i.e. reasonable adjustments) are required to submit an application for Consideration of Special Circumstances between the time of application for the examination or assessment (or at least 60 days prior to the scheduled date of the examination or assessment) and no later than 30 days prior to the scheduled date of the examination or assessment, in order to permit appropriate arrangements, should the arrangements be considered necessary.

Requests received cannot be guaranteed. Where requests cannot be met, the Applicant will be required to sit the standard examination or assessment conditions or, in the case of an examination/s, consider deferral or withdrawal or sit under the standard examination conditions.

Applications for reasonable adjustments as a result of a medical condition or a pre-existing permanent and/or chronic impairment or disability must be accompanied by a letter from the Applicant's treating medical practitioner and must detail the following:

- (i) A description of the medical condition, impairment or disability;
- (ii) The severity of the medical condition, impairment or disability;
- (iii) The time frame associated with the medical condition, impairment or disability;
- (iv) The treating medical practitioner's professional opinion regarding the effect the medical condition, impairment or disability has on the Applicant's ability to perform in the examination or assessment; and

- (v) The treating medical practitioner's professional opinion on the specific requirements and the types of reasonable adjustments sought necessary to assist the Applicant to undertake the examination or assessment.

With reference to reasonable adjustments, the Applicant may be asked to undertake an assessment by an independent assessor chosen by the College. The independent assessor will be asked to provide a report with an opinion on the need of the type of additional assistance requested by the Applicant. The cost for the provision of such a report may be borne by the Applicant.

In circumstances where the Applicant requires additional assistance to be provided to them during an examination or assessment, the cost of the additional assistance/reasonable adjustment may be payable by the Applicant.

### (c) **Compassionate Grounds**

Applications for Consideration of Special Circumstances on compassionate grounds must be submitted no later than 5 calendar days after the date of the examination or assessment.

Applications for Consideration of Special Circumstances on compassionate grounds must be accompanied by relevant supporting documentation. This documentation may include, but is not limited to:

- (i) A bereavement notice and statutory declaration stating relationship to deceased;
- (ii) A notice from a treating medical practitioner where illness of an immediate family member, partner or close relative is involved;
- (iii) Documentation supporting the birth or adoption of a child;
- (iv) A copy of a police incident report; or
- (v) A statutory declaration stating the relevant circumstances.

The Applicant may be asked to provide further evidence prior to the assessment of their Consideration of Special Circumstances application.

### (d) **Religious Observance**

The College will endeavour to accommodate an Applicant's legitimate religious requirements, taking into account what might reasonably be expected to occur in the workplace. Trainees/IMGs applying for modifications to the examination or assessment procedure (including timing of an examination sitting) as a result of reasons related to religious observance are required to submit an application for Consideration of Special Circumstances at the time of application for the examination or assessment (or at least 60 days prior to the scheduled date of the examination or assessment) in order to permit appropriate arrangements, should the arrangements be considered necessary. If an application is made:

- (i) The Applicant must provide all relevant information at the time of application;
- (ii) The College may also seek advice from an authority in the particular religion prior to making a determination; and
- (iii) On request, the Applicant must submit such supporting and/or clarifying information and documentation as the College may reasonably require in considering the application.

Requests received cannot be guaranteed. Where requests cannot be met, the Applicant will be required to sit the standard examination or assessment conditions or, in the case of an examination/s, consider deferral or withdrawal or sit under the standard examination conditions.

(e) **Special Circumstances related Incident Before or During an Examination or Assessment**

In circumstances where the Trainee/IMG presents for an examination or assessment, it is a requirement that the Trainee/IMG notify the designated RANZCR staff member of their Special Circumstances related incident as soon as practicable before or during the course of the examination or assessment. If a designated RANZCR staff member is not physically present before or during the time of the incident, the Trainee/IMG must contact the College (via phone or email) at that time.

The Applicant acknowledges that:

- (i) Applications for Consideration of Special Circumstances will not be accepted from an Applicant who fails to notify a designated RANZCR staff member of their Special Circumstance related incident before or during the course of the examination or assessment.
- (ii) Where an Applicant has notified the designated RANZCR staff member of their Special Circumstances related incident, an application for Consideration of Special Circumstances must be submitted no later than 5 calendar days after the date of the examination or assessment.
- (iii) Where an application for Consideration of Special Circumstances has not been made in accordance with the terms and conditions of this Policy, those special circumstances will not constitute sufficient grounds for reconsideration, review or appeal under the College's Reconsideration, Review and Appeal of Decisions Policy.

## 6. APPLICATION REQUIREMENTS

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- (a) Applications for Consideration of Special Circumstances must be submitted on the relevant application form which is appended to this Policy.
- (b) The Consideration of Special Circumstance Application Form must:
  - (i) Be complete, including the indication of what outcome the Applicant is requesting as part of their application for Consideration of Special Circumstances (please refer to Part 8 for further information); and
  - (ii) Be accompanied by a letter from the Applicant detailing their circumstances including the impact on their performance or ability to present for or to complete the examination or assessment; and
  - (iii) If applicable, include in their accompanying letter what reasonable adjustments to the examination or assessment they are seeking.
- (c) Any application for Consideration of Special Circumstances made after the outcome of an assessment or the release of results in an examination series will not be accepted (i.e. applications for Consideration of Special Circumstances made outside of the timeframes stipulated in this Policy will not be accepted).
- (d) An Applicant submitting an application for Consideration of Special Circumstances

must submit relevant supporting documentation as outlined in Part 5 (above), at the time of application.

- (e) A treating medical practitioner supplying evidence should have a professional doctor-patient relationship with the Applicant and should not be a family member, friend, relative, supervisor, employer or colleague.
- (f) Supporting documentation will only be accepted from appropriate professionals e.g. treating medical practitioners, lawyers, psychologists, police officer etc. Letters of support from an Applicant's department, Director of Training, clinical supervisors etc. will not be considered as sufficient supporting documentation (unless such supporting documentation is directly relevant to the Applicant's circumstances e.g. providing local context of the circumstances). Evidence from appropriate professionals must be dated no more than 3 months prior to the date of the examination or assessment pertaining to the Consideration of Special Circumstances application.
- (g) The Applicant may be asked to provide further evidence from their treating medical practitioner prior to the assessment of their Consideration of Special Circumstances application.
- (h) All supporting evidence and documentation submitted as part of the Consideration of Special Circumstances Application must be in English or include a certified English translation.

## **7. REVIEW OF CONSIDERATION OF SPECIAL CIRCUMSTANCES APPLICATIONS**

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- (a) Where an application is made under this Policy, the release of results of an examination or outcome of an assessment will be withheld pending the resolution of the application for Consideration of Special Circumstances.
- (b) An acknowledgement of the receipt of an Application for Consideration of Special Circumstances will be provided to the Applicant by the College within 7 calendar days.
- (c) Applications will be reviewed by the designated Project Officer and a senior STU member for completion of documentary evidence and compliance with the requirements of this Policy.
- (d) The designated Project Officer will advise the Applicant if any further documentation or evidence is required, which the Applicant must provide as promptly as the circumstances permit and no later than 7 calendar days after the request for further documentation or evidence has been issued.
- (e) If the designated Project Officer and the senior STU member determine, in their absolute discretion, that there are insufficient grounds for an application under this Policy, or that the application lacks documentary evidence or fails to comply with the requirements of this Policy, the College will not be obliged to consider the application or the further information provided (as the case may be). Examples of issues that will not be considered as sufficient grounds are listed in Part 4 – Circumstances not Constituting Sufficient Grounds for Consideration of Special Circumstances.
- (f) If the designated Project Officer and the senior STU member determine, in their absolute discretion, that the application has sufficient grounds for an application under this Policy, and complies with requirements of this Policy, the application will be referred to the relevant Chief Censor for consideration. The Chief Censor at their discretion, may refer the application to the relevant Education and Training Committee (ETC) for their determination.
- (g) In considering the application for Consideration of Special Circumstances, the Chief Censor and/or the ETC will take the following factors into account (where applicable):

- (i) A failure to adhere to this Policy, where there was an opportunity to do so;
  - (ii) The extent to which the special circumstances cited in the application have had an adverse effect (or have the potential to have an adverse effect) on the Applicant's performance in an examination or assessment;
  - (iii) The extent to which the special circumstances cited in the application have precluded or will preclude the Applicant from participating in a College examination or assessment;
  - (iv) The extent to which the special circumstances cited in the application are considered to have been foreseeable and/or avoidable by the Applicant;
  - (v) The degree to which the special circumstances cited in the application are supported by the documentation provided;
  - (vi) The outcome, if any, previously granted by the College in relation to the special circumstances that are the subject of the application;
  - (vii) With reference to reasonable adjustments, what might be reasonably expected to be available within the normal workplace of a clinician, considering (where applicable) the viability of the adjustment, the impact on other Trainees/IMGs/Fellows, the provision of health services and additional costs.
- (h) By submitting an application for Consideration of Special Circumstances, the Applicant waives their rights to Privacy in relation to any of the information included in the application so that the case can be given full and careful consideration by the College.
- (i) An Applicant will be notified in writing of the outcome within **30** calendar days of receipt of the completed application (where this is not possible, the College will notify the Applicant within 30 calendar days of receipt of the completed application, that additional time is required to make a determination on the application).
- (j) Directors of Training (for RANZCR Trainees) or IMG Supervisors (for IMGs) will also be notified of the outcome of the application.
- (k) Consideration of Special Circumstances granted to an Applicant is not on-going and is only applicable to a single examination or assessment. A new application and supporting documentation must be made for each subsequent examination or assessment unless otherwise stated in written correspondence from the College.
- (l) Any application received:
- (i) Outside of the stipulated requirements and timelines as set out in this Policy; or
  - (ii) After the outcome of an assessment; or
  - (iii) After the release of examination results in an examination series,
- will not be accepted or considered under any circumstances.

## **8. OUTCOMES OF APPLICATIONS FOR CONSIDERATION OF SPECIAL CIRCUMSTANCES**

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The outcome of an application for Consideration of Special Circumstances may be any of the following:

- (a) The application is not approved. This means that:

- (i) The Applicant is not granted a deferral or permitted to withdraw from the examination (if the Applicant chooses not to sit the examination on their own accord, they will lose their examination opportunity/attempt); or
  - (ii) No reasonable adjustment is permitted and the Applicant is required to sit the examination or assessment under normal conditions; or
  - (iii) The Applicant is required to complete training program requirements (including assessments or fulfilling examination eligibility requirements) under normal conditions.
- (b) The application is approved. This means that:
- (i) The Applicant is granted a deferral or permitted to withdraw from the examination (the Applicant will not lose their examination opportunity/attempt; the number of remaining opportunities/attempts available to an Applicant, as stipulated under the relevant College policies, will not be affected); or
  - (ii) A reasonable adjustment is permitted and the Applicant can sit the examination or assessment under modified conditions; or
  - (iii) The Applicant is permitted to complete training program requirements (including assessments or fulfilling examination eligibility requirements) under modified conditions (i.e. an allowance has been granted); or
  - (iv) If the Applicant has applied for Consideration of Special Circumstances after sitting a component/s of an examination during an examination series, the Applicant will not lose their examination opportunity/attempt; the number of remaining opportunities/attempts available to an Applicant, as stipulated under the relevant College policies, will not be affected. If:
    - (1) An Applicant has sat the written component/s in an examination series but is unable to sit the viva component/s in the same examination series (due to special circumstances), the Applicant's results for that series will be voided and they will not receive their examination result outcome for the written component/s.
    - (2) An Applicant is unable to sit the written component/s in an examination series and have had their application for Consideration of Special Circumstances approved for that series, the Applicant is not permitted to sit the viva component/s within that examination series.
- (c) If the Applicant is approved to withdraw from an examination, there may be a financial penalty incurred depending on the time frame in which the Applicant withdraws from an examination (please refer to the College's Examination policies for further information).
- (d) The remarking of an examination is not an outcome available under this Policy.

## **9. RECONSIDERATION, REVIEW AND APPEAL OF DECISIONS**

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Decisions relating to applications for Consideration of Special Circumstances may be reconsidered, reviewed or appealed in accordance with RANZCR's Reconsideration, Review and Appeal of Decisions Policy, accessible on the College's website.



**CONSIDERATION OF SPECIAL CIRCUMSTANCES APPLICATION FORM**

For Clinical Radiology Applications, please return this form to: [radtaa@ranzcr.edu.au](mailto:radtaa@ranzcr.edu.au)

For Radiation Oncology Applications, please return this form to: [ronctaa@ranzcr.edu.au](mailto:ronctaa@ranzcr.edu.au)

**This form must be accompanied by a covering letter and supporting documentation**

Name of Applicant: \_\_\_\_\_

RANZCR Member ID: 

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Examination or Assessment relating to this Application: \_\_\_\_\_

Date of Examination or Assessment relating to this Application: \_\_\_\_\_

<b>Category Applicable to Consideration of Special Circumstances:</b>	<b>Medical</b>	<input type="checkbox"/>
	<b>Compassionate</b>	<input type="checkbox"/>
	<b>Pre-Existing, Permanent and/or Chronic Impairment or Disability</b>	<input type="checkbox"/>
	<b>Religious Observance</b>	<input type="checkbox"/>
<b>Outcome sought in Application for Consideration of Special Circumstances:</b>	<b>Deferral</b>	<input type="checkbox"/>
	<b>Withdrawal</b>	<input type="checkbox"/>
	<b>Reasonable Adjustment for a Medical Condition or a Pre-Existing, Permanent and/or Chronic Impairment or Disability</b>	<input type="checkbox"/>
	<b>Reasonable Adjustment for Religious Observance reasons</b>	<input type="checkbox"/>
	<b>Other (e.g. completing training program requirements including assessments or fulfilling examination eligibility requirements)</b>	<input type="checkbox"/>

**Enclosed Supporting Evidence (provide details of the supporting documents enclosed):**

**Applicant Confirmation:** In submitting my application for Consideration of Special Consideration I confirm that:

I hereby certify that the information submitted is a true and accurate representation of my circumstances;

I have read and am aware of the content and observance of the Consideration of Special Circumstances Policy;

I understand that the release of results of my examination or outcome of my assessment will be withheld pending the resolution of the application for Consideration of Special Circumstances;

My application for Consideration of Special Circumstances has been submitted within the specified time frames for consideration;

My application for Consideration of Special Circumstances includes the required supporting documentation (accepted from appropriate professionals).

Insert total number of pages submitted as part of Consideration of Special Circumstances application (Includes Form, covering letter and supporting documentation).

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director of Training (RANZCR trainees) or IMG Supervisor (IMGs) Application Verification**

By signing this application, I am confirming that I am aware of the Applicant's circumstances outlined in their Consideration of Special Circumstances request AND I have sighted the above Applicant's covering letter and supporting documentation totalling \_\_\_\_ (number of pages).

**Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

