



# AOAC QUALIFICATION AND SKILLS ASSESSMENT SPECIAL CONSIDERATION

August 2018

# AOAC QSA Special Consideration Policy

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<b>Name of Policy</b>	Qualification and Skills Assessment Special Consideration	
<b>Description of Policy</b>	This policy indicates the processes and procedures available to AOAC Qualification and Skills Assessment candidates wishing to apply for special consideration	
<b>Category</b>	Qualification and Skills Assessment	
<b>Scope</b>	This policy applies to all Qualification and Skills Assessment Candidates and assessments administered by the AOAC Qualification and Skills Assessment Committee	
<b>Status</b>	<input checked="" type="checkbox"/> New policy	<input type="checkbox"/> Revision of existing policy
<b>Last Revised</b>		
<b>Next Review</b>	August 2021	

<b>Cleared by</b>	Qualification and Skills Assessment Committee	Date:
<b>Responsible Officer</b>	Executive Officer	
<b>Author</b>	Tracy Denning, QSAC Chair	
<b>Approved by</b>	Qualification and Skills Assessment Committee	Date:
<b>Signed</b>		

<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• QSA Candidate Guide</li> </ul>
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## 1. Purpose

- 1.1 This policy outlines the processes and procedures available to AOAC Qualification and Skills Assessment candidates wishing to apply for special consideration.

## 2. Scope

- 2.1 This policy applies to all Qualification and Skills Assessment Candidates and assessments administered by the AOAC Qualification and Skills Assessment Committee

## 3. Policy Statement

- 3.1 Special consideration is available to candidates undertaking the Standard Pathway Assessment (SPA) or the Competent Authority Pathway (CAP) who have been significantly impacted by unforeseen extenuating circumstances. These circumstances have compromised the candidate's ability to undertake and/or complete one or more stages of their assessment process at the scheduled time and/or in the normal timeframe for completion.
- 3.2 The Australasian Osteopathic Accreditation Council is committed to supporting candidates in their assessment pathway and will individually consider candidates personal circumstances. This policy outlines when special consideration is available to candidates as well as specifying the requirements of the candidate in making their special consideration application.

## 4. Key Definitions

**Candidate:** an overseas qualified osteopath who has completed the desktop assessment and has commenced either the Standard Pathway Assessment (SPA) or the Competent Authority Pathway (CAP).

## 5. Availability of special consideration for candidates

- 5.1 Special consideration is available for candidates when unforeseen and exceptional circumstances occur. Special consideration is available for candidates with challenging life circumstances during one or more of the assessment stage, however a candidate cannot use the special consideration application process to request leniency/extension (or similar) in every aspect of the assessment process. The AOAC recommends candidate aware of extenuating life circumstances prior to commencing either assessment pathway communicate with these circumstances with the AOAC. The expectations of candidates undertaking the SPA or CAP are outlined in the Candidate Guide and candidates should ensure they know these expectations in addition to reading this policy.
- 5.2 Candidates undertaking the SPA may submit a special consideration application for the written examination (stage 2), portfolio (stage 3), practical examination (stage 4) and/or the open book examination (stage 5). Candidates undertaking the CAP may submit special consideration for the open book examination (stage 5) only. Circumstances impacting a CAP candidate's supervised practice requirements are not

the responsibility of the AOAC and the candidate needs to liaise with Osteopathy Board of Australia directly if circumstances impact the supervised practice component of the CAP.

5.3 Special consideration is available if the candidate:

- a) *has been prevented to a significant degree by illness or another personal circumstance in preparation for an assessment stage and this impeded preparation would likely result in the candidate not being able to successfully complete the assessment*
- b) *has been hampered to a significant degree by illness or another personal circumstance that hinders the candidate from presenting and/or undertaking the assessment*
- c) *has been impacted to a significant degree by illness or another personal circumstance that severely compromises their performance in an assessment that has been undertaken*

## 6. Making a special consideration application

6.1 Applications for special consideration need to be submitted at least five business days before the scheduled assessment and the candidate should clearly state if they are requesting that the assessment be rescheduled to a later date. Supporting and/or certified evidence needs to be included in all applications.

When the special consideration application relates to a situation that has occurred within five days of the scheduled assessment, candidates should take every effort to submit their special consideration application as soon as possible.

The applicability of making an application for special consideration after the assessment has taken place for SPA and CAP candidates is slightly different so either 6.2 or 6.3 are relevant to candidates.

### SPA candidates

6.2 When a SPA candidate is submitting special consideration for reason (a) or (b) for stages 2,4 or 5, they are required to email AOAC to notify that they will not be sitting the assessment at the scheduled time. If a SPA candidate is applying for reason (c) for stage 2,4 or 5, then the application needs to be received by AOAC within three business days of the scheduled assessment.

### CAP candidates

6.3 When a CAP candidate is submitting special consideration for reason (a) or (b) for the open book examination (OBE) they are required to email AOAC to notify that they will not be sitting the assessment at the scheduled time. If a CAP candidate is applying for reason (c) for the OBE, the application needs to be received by AOAC within three business days of the scheduled assessment.

### All candidates

6.4 Candidates are required to include the following in their special consideration application email to [admin@osteopathiccouncil.org.au](mailto:admin@osteopathiccouncil.org.au):

- i. Indicate which assessment pathway is being undertaken (SPA or CAP).
- ii. Assessment stage relevant to the application for consideration.

- iii. Reason from above list (a), (b) or (c) that best outlines the candidate’s situation.
- iv. Explanation of how the circumstances have impeded candidate’s ability to undertake the assessment stage.
- v. Supporting documentation (e.g. medical certificates) with the application. Supporting and/or certified documentation (e.g. statutory declaration) should be saved as pdf files and attached to the email.
- vi. If the application is for reasons (a) or (b), candidate needs to propose when the assessment stage will be able to be completed.

## 8. Response from the AOAC to candidate’s special consideration application

8.1 All special consideration applications will be acknowledged by the AOAC administration and candidates will receive an email response notifying receipt of the application. The special consideration application will be sent to the Chair of the Qualification Skills and Assessment (QSAC) committee who will review the application for special consideration.

8.2 The QSAC chair will take one of the following actions:

- i. Independent review and decision on outcome
- ii. Request the application be sent to all members of the QSAC committee for review and decision on outcome (for complex applications)

## 9. Possible outcome of special consideration applications

9.1 Possible outcomes of special consideration applications are listed in the table below and related to reasons (a), (b) and (c). The listed outcomes are not guaranteed and AOAC will make decisions on applications on a case by case basis.

Reason for application	Possible outcomes
Candidate has been prevented to a significant degree by illness or another personal circumstance in preparation for an assessment stage and this impeded preparation would likely result in the candidate not being able to successfully complete the assessment	<ul style="list-style-type: none"> <li>Assessment rescheduled</li> <li>Extension granted (portfolio)</li> <li>Request for delayed assessment not approved (resulting in candidate being unsuccessful in stage)</li> <li>Assessment stage cancelled permanently</li> </ul>
Candidate has been hampered to a significant degree by illness or another personal circumstance that hinders the candidate from presenting and/or undertaking the assessment	<ul style="list-style-type: none"> <li>Assessment rescheduled</li> <li>Request for delayed assessment not approved (resulting in candidate being unsuccessful in stage)</li> </ul>

Reason for application	Possible outcomes
	Assessment stage cancelled permanently
Candidate been has impacted to a significant degree by illness or another personal circumstance that severely compromises their performance in an assessment that has been undertaken	Another attempt offered to candidate (no charge)

9.2 If a candidate receives approval for their special consideration application and an assessment stage is extended/rescheduled, the candidate is not required to pay additional fees.

9.3 If a candidate decides to withdraw from the assessment process after a special consideration application has been submitted, the fees paid on commencement of the stage will not be refunded to the candidate.

## 10. Roles and Responsibilities

10.1 The Executive Officer is responsible for ensuring, so far as is practicable:

- i. That individuals have access to this policy, when reasonably required (in the event concerns are raised regarding an AOAC decision).
- ii. That the relevant parties have access to information concerning the procedures required for special consideration.
- iii. That decision outcomes are communicated in a timely fashion and in accordance with this policy.

## 11. Confidentiality

11.1 All activities surrounding the processing of an application for special consideration under this policy, including the content of any application by the candidate and the decisions and deliberations of the QSAC Chair or QSAC committee are subject to the AOAC Privacy Policy.

## 12. Notice and Service of Documents

12.1 Any documents or notice which must be served or delivered under this Policy are to be:

- i. Delivered personally
- ii. Sent by Australia Post registered post to the party's nominated address
- iii. Sent by email to the party's nominated email address.

12.2 A notice given in accordance with paragraph 12.1 takes effect when taken to be received (or such later time is specified in the notice) as is taken to be received:

- i. If delivered personally, on delivery
- ii. If sent by post, two (2) business days after the date of posting (or seven (7) business days after the date of posting is posted to or from a place outside Australia)
- iii. If sent by email, on the day it was sent

If the delivery is not on a business day or is after 5:00pm on a business day, the notice is taken to have been received at 9:00 am on the next business day.

### **13. Correspondence to AOAC**

- 13.1 Any correspondence sent to AOAC for the purposes of this policy must be sent as follows:
- i. Via post: Australasian Osteopathic Accreditation Council, PO Box 400, Canberra City, ACT 2601, AUSTRALIA
  - ii. Via email: [admin@osteopathiccouncil.org.au](mailto:admin@osteopathiccouncil.org.au)