

Policy: Sitting examinations outside the designated period

Introduction

The College's examination periods aim to provide candidates with a clear endpoint to their Training Program. As such, they are provided to each candidate two years in advance.

Except in cases of acute illness occurring at the time of examination, there is limited possibility of deferring or rescheduling an examination. If a candidate believes that extraordinary consideration should be given to particular circumstances, a fully documented application should be submitted to the Chief Censor as soon as practicable (at least four weeks prior to the examination date if circumstances allow). The decision to defer or reschedule an examination will be made at the discretion of the Board of Censors.

The general principles governing this situation are as follows:

- 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 personal issues such as hospitalisation or the passing of a family member; 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 Manager - Australian College of Physiotherapists and the Chief Censor.

Successful Deferment / Rescheduling of Examination

If the Board of Censors decides to reschedule an examination for a candidate, the candidate will usually be allocated the next available examination period. To ensure maintenance of their specialist-level skill base, the candidate will need to extend their candidature (at least one 3 month period) and pay the required fee. This fee may be waived at the discretion of the College Council.

Any rescheduled exam will be charged on a cost recovery basis. This will mean that the candidate will have to pay for all associated costs for the rescheduled exam; which, without the economy of scale available to a full training cohort, may result in the candidate incurring a higher fee.

Related Documents

ACP Policy - Consideration of cases of impairment at assessment