

Overview

These guidelines are for the use of trainees.

The Committee for Examinations (CFE) has approved the review and determined the five admissible categories and length of extensions that may be granted. Any requests that exceed the approved limits for the secretariat will be escalated to the Case History Subcommittee (CHSC) Chairs and/or the CFE for further consideration, in accordance with the established guidelines. Any additional time may not be guaranteed or feasible with regard to the marking time frame.

The established reasonable adjustment limits for each category will undergo a review and approval process by the CHSC and the CFE, which will be based on the summary reports provided by the secretariat.

The guidelines in this document shall be aligned with the relevant regulations stated in the Psychotherapy Written Case Education and Training Procedure (11.1) and Special Consideration Policy (18.2) of the RANZCP.

Applications for an extension of time should be sent to cases@ranzcp.org in the two-week period before the submission date. The secretariat reviews all special consideration requests and assesses these requests to the appropriate level, as defined by the CFE. The Secretariat will notify the applicant as soon as a decision has been made with the length of the extension.

Categories Eligible for an Extension of Time

Your ability to prepare and/or complete the submission by the due date has been seriously impacted by one of the following circumstances within the **two-week** period before the due date:

1. Recent bereavement (immediate family)
2. Sudden onset of an illness
3. Victim of crime
4. Natural disaster
5. Hardship or trauma

Guidelines for Supporting Documentation

The following are examples of the types of supporting documents that should be included for an extension of time request.

- Trainee letter
- DOT or Supervisor' letter (familiar with the change in circumstances)
- GP/Specialist/Therapist/Psychologist documentation
- Other supporting documents/evidence

Candidates are required to provide a Trainee Letter and at least one other document from the list to support their request. All requests must be received prior to the submission date.

The secretariat will review the documents in accordance with the criteria outlined by the committee to determine the approval of the request. Requests for extensions will be considered on a case-by-case basis, taking into account individual circumstances and the capacity to accommodate such requests.

Due to strict marking timelines, the duration of the extension is very limited and will be determined on the basis of its feasibility. The time granted for any extension can be up to 7 days.

Review

This document will undergo review every two years or earlier, if necessary.

Associated Documents

- Psychotherapy Written Case Education and Training Procedure (11.1)
- Special Consideration Policy (18.2)

REVISION RECORD

Contact:	Manager, Assessments		
Authorising Body:	Education Committee		
Responsible Committee:	Committee for Examinations		
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