

COMMITTEE FOR EXAMINATIONS

Procedure for handling Incident Reports Arising from RANZCP Examinations



1. Incident Report

For candidates who believe an incident may unfairly affect the outcome of an Examination, lodging an incident report form is the first step in activating the College complaints resolution process. Examiners, support staff or College staff who have witnessed or were involved in an incident may also submit a report. Incident reports will only be considered if they refer to an error or discrepancy in process/procedure or a particular unanticipated incident occurring during examination only.

2. Scope and Outcome

An incident report should only be submitted if a candidate or other person present believes that an error or discrepancy in process/procedure or an unanticipated incident occurring during an examination may unfairly affect the outcome of an Examination; that is, the incident adversely affected the candidate's exam performance.

If the Decision Panel determines that the incident has unfairly affected the outcome of an examination, the Panel will consider whether, for example, compensatory marks should be awarded to the candidate. The Decision Panel may seek advice from an external Education Consultant in making its finding and determination.

3. Lodgement

An incident report is to be submitted in writing on the appropriate College Form and received within five business days of the relevant Examination. Incident reports received after five business days will only be considered at the discretion of the Chair, Committee for Examinations. Forms are available from the website or examination support staff during the examination.

4. College Staff Processing and Responsibilities

- 4.1 The Manager, Examinations (or delegate) will de-identify all incident reports, gather corroborating evidence and collate with examination results for circulation to members of the Decision Panel.
- 4.2 Prior to the release of examination results to candidates, the Decision Panel will meet via teleconference to review all incident reports submitted
- 4.3 Within five business days of the Decision Panel meeting, the candidate is advised in writing of the outcome and the reasons for the decision.

5. Composition of Decision Panel

The Decision Panel comprises members of the Committee for Examinations and College staff. The Chair of the Decision Panel is the Chair of the Committee for Examinations (or delegate where applicable).

The Decision Panel comprises the following members (or delegates):

For the Trainee Clinical Examinations:

- Chair, Committee for Examinations (Chair)
- Deputy Chair, Committee for Examinations
- Chair, OCI Sub-Committee
- Chair, OSCE Sub-Committee
- Manager, Examinations (non voting)

For the Exemption Candidate Examinations:

- Chair, Committee for Examinations (Chair)
- Deputy Chair, Committee for Examinations
- Chair, ECE Sub-Committee
- Manager, Examinations (non voting)

For the Written Examination

- Chair, Committee for Examinations (Chair)
- Deputy Chair, Committee for Examinations
- Chair, Writtens Examination Sub-Committee
- Manager, Examinations (non voting)

6. Conflicts of Interest

Prior to review and as soon as practicable, the Manager, Examinations will forward information relating to the reports to the nominated panel members. Conflicts of interest must be declared prior to the meeting to ensure a fair and unbiased review. The Chair of the Decision Panel may consider that substantive conflict exists and that the matter cannot be determined by a panel comprising the relevant committee members. The proceedings would then be referred to Fellowship Attainment Committee for consideration.

If the Chair of the relevant Decision Panel declares a conflict of interest, he/she must nominate a member of the relevant Committee to act as Chair of the Decision Panel.

7. The Decision

Decisions of the Panel shall be determined by majority vote. The Chair of the Decision Panel and each member of the panel shall cast a vote. In the case of equality of votes, the Chair shall have a second or casting vote. The candidate is advised in writing of the outcome and the reasons for the decision.

If the candidate considers that they are adversely affected by the decision of the Decision Panel they may, within 14 days of receipt of notice of such decision, apply in writing to the Chair, Committee for Examinations to have the decision clarified. Candidates are encouraged to discuss the decision with their Director of Training and/or supervisor prior to seeking this clarification.

8. Reconsideration of Decisions

If following clarification from the Committee for Examinations the candidate still believes the decision to be unfair or unreasonably affect their progression through the Fellowship program, they may apply in writing to the Fellowship Attainment Committee (within 14 days of receipt of notice of such decisions) to have the decision formally reconsidered. The procedure outlined in the *"Procedure for reconsideration of Board of Education Committee decisions"* will be implemented.

9. Definitions

Incident: An error or discrepancy in process/procedure or an unanticipated event during the examination

Candidate: The trainee or exemptions candidate requesting consideration of the incident report.

Clarification: A clarification involves re-evaluation of a decision, which is part of the informal process required prior to submitting a request for a formal reconsideration. The Committee for Examinations will conduct the clarification.

Approved: Fellowship Attainment Committee 08/02