

Examination and Assessment Adverse Event Policy

Relevance to HPCAA

1. Part 2, s12(2)(c) and s15(1)(b)

Policy Statement

2. The Pharmacy Council (the Council) sets examinations and assessments as a component of a prescribed qualification.
3. This policy applies to all pharmacists, intern pharmacists and overseas pharmacist applicants for registration who are undertaking Council examinations and assessments including:
 - Competence Assessment of Overseas Pharmacists (CAOP)
 - Knowledge Assessment of Pharmaceutical Sciences (KAPS)
 - Written Exam (WE)
 - Assessment Centre
 - Law and Ethics Interview.
4. This policy provides for a candidate to request consideration of their situation in the event of experiencing an event outside their control which has resulted in their performance being unfairly affected.

Rationale

5. Council's processes embody the principles of fairness, transparency and natural justice.
6. Candidates who believe they have experienced a breach of process or an event outside of their control **during** the examination or assessment that has adversely affected their performance may request consideration of their situation.
7. The purpose of the consideration is to determine whether a concession should be granted in acknowledgement that an event outside a candidate's control had a material effect on their performance.

Implementation

8. Where a candidate knows **in advance of the examination or assessment** that an adverse event is likely to affect their performance, they must refer to candidate information provided prior to the examination. Where a candidate believes that one of the following applies to their experience **during** the examination or assessment, they may request consideration of their situation:
 - 8.1 a breach of administrative process or assessment procedure has unfairly affected their performance during an examination or assessment
 - 8.2 an event outside their control, which has occurred during the examination or assessment, has adversely affected their performance.
9. Application for consideration must be received by Council during the period after the applicant has undertaken the examination or assessment **and before the notification of results.**
10. Consideration will not be given to challenges to the content of an examination or assessment.
11. An examination or assessment result (pass/fail) will **not be changed** as a result of consideration of the effect of an adverse event. Possible outcomes of a consideration are outlined in the process *Examination and Assessment Adverse Event*.
12. The process for making a request for consideration is outlined in the document *Examination and Assessment Adverse Event Process* which outlines:
 - 12.1 the process for requesting a consideration, including associated costs
 - 12.2 the decision-making body and the possible outcomes of the consideration.
13. The fee for a request for consideration is intended to assist in recovery of the costs incurred by Council in undertaking the consideration.

Effective date

14. 22 June 2016