

# **Examination Policy for Candidates suffering from Illness, Accident, Disability or Bereavement prior to at the time of the Examinations**

## **1. Introduction**

- a) The Board with regard to the Registration examination does not wish to see that candidates be disadvantaged due to circumstances beyond their control. However while a candidate should not be disadvantaged nor should a candidate have a potential advantage over others.
- b) Where a problem arises that can not be addressed from this document advice is to be sought from the Chairman of the Examination Committee, a representative from the court of examiners for that examination and the NZATS Board representative for that examination.

## **2 Illness or accident occurring at the examination.**

- a) If a candidate becomes ill at the examination they should notify the examination coordinator immediately. The Chairman of the examination committee and the Board representative will be notified.
- b) If it is possible and determined suitable, the candidate will be rescheduled within the existing examination or if not possible because of the severity of the illness or inability to reschedule, the candidate will be advised to withdraw from the examination.
- c) If a candidate should fall ill or suffer some disability prior to any part of the examination, no special consideration in respect of pass/ fail criteria or refund of fees will be given to the candidate should they choose to continue with the examination.
- d) A sudden illness and withdrawal on medical grounds which prevents the candidate from attending all or any part of the examination may be grounds for a refund of the examination fee.
- e) The NZATS Board will not refund lost costs associated with attending the examination such as airfare or other forms of transport or accommodation.
- f) Application for a refund of the examination fee must be made in writing to the Chairman of the examination committee and must be accompanied by a medical certificate. The certificate may be from a medical member of the Court of examiners.

### **3 Bereavement or other Compromising Social Circumstances.**

- a) If the candidates should suffer bereavement at the time of the examination or prior to any part of the examination, candidates may choose, or may be advised by the representative of the Court of examiners, to withdraw from the examination.
- b) No special consideration with respect to pass/ fail criteria or refund of fees will be given to a candidate that chooses to continue with the examination.
- c) Withdrawal on grounds of bereavement or other social circumstances which prevents the candidate from attending all or any part of the examination may be grounds for a refund of the examination fee.
- d) Application for a refund of the examination fee must be made in writing to the Chairman of the examination committee and must be accompanied by written evidence of the circumstances for withdrawal.
- e) The NZATS Board will not refund lost costs associated with attending the examination such as airfare or other forms of transport or accommodation

### **Acute accident illness disability which does not incapacitate the candidate.**

- a) This section refers to a candidate that is otherwise capable of sitting the written examination but is precluded from attending the venue for the written examination or who may require special assistance.
- b) The Chairman of the examination committee will consider a request for the examination to be sat at a venue more suitable to the candidate provided that the examination is sat at the same time as all other candidates.  
An appropriate invigilator must be appointed.
- c) Where an invigilator is not available in the city/town/district where the candidate is required to sit, the examination committee will fund the cost of an invigilator to the candidate's venue up to a total cost of not more than that of reasonable car running costs for a total trip of not more than 100km. Costs beyond this are to be met by the candidate.
- d) No such concession will be made for the vivas. If action as above is taken it is assumed that the candidate will be able to attend the vivas.

### **Chronic Illness and or Disability**

- a) Candidates with chronic illness or disability will be considered for assistance appropriate to their level of disability, provided that it does not impair the fairness of the examination or the reliability of the examination. This will apply to the written examination only.
- b) As the role of a technician is a hands on discipline there will be no such consideration for the vivas.
- c) If a candidate wishes to seek a consideration they must do so in writing outlining the details and providing a medical certificate from their usual GP or medical attendant.