



Australian and New Zealand College of Veterinary Scientists Equitable Assessment Procedure Policy

The Australian and New Zealand College of Veterinary Scientists is committed to allowing all candidates for examinations access to equitable assessment procedures. If a candidate believes that the circumstances, locations or systems of the examination procedures (written, oral and / or practical) do not allow them to fully display their professional knowledge, skills and behaviours, they are **strongly encouraged** to submit a request for variation of assessment procedures.

Requests for variation of assessment procedures should be made in the form of a draft plan which must:

1. Be directed to the Chief Examiner via the College Office and submitted by 28 February in the year of the examination, or earlier.
2. Be accompanied by a letter of support from their health professional¹ or professionals outlining measures requested to enable the candidate to fairly display what they know and have learnt during the examination process, in addition to those routinely provided to all candidates. This letter needs to include specific areas where changes to standard practices are requested - some examples might include;
 - Large print examination papers.
 - High contrast materials (papers, photographs, slides).
 - Increased lighting.
 - Extra reading time.
 - Use of a scribe or keyboard or other data entry device.
 - Extra toilet breaks or rest periods.
 - Wheel chair access.
 - Ergonomic furniture.
 - Measures to allow increased audibility (i.e. in oral examinations).

¹ Including registered General Medical Practitioner, and appropriate Specialist Medical Practitioner (*e.g.* Ophthalmologist, Physician, Psychiatrist), Optometrist, Audiologist, Occupational Therapist, Psychologist.

In consultation with the candidate, a plan which accommodates as many of the candidates' requests as are possible will be developed. Note that this plan will take into account;

- The contents of the professionals' letter of support.
- Costs, locations and timeframes.
- Fairness to the other candidates in the examination system.
- Whether the candidate wishes their examiners to be informed of the reasons for modifications to their examination

Modifications to the examination process can only be made in areas that the examination was not intending to measure. Assessment procedures such as marking proformas, marking schemes, assessment keys and 'fail/pass/supplementary mark levels' will not differ between candidates in each examination stream. The subject guidelines outline the areas that are to be examined for every candidate.

Note that all examinations will be carried out in English. Requests for variation of procedures that include translations to a foreign language will not be permitted.

The plan for variation of examination procedures will be agreed and signed by the candidate and the Chief Examiner prior to 60 days before the written examination date.

Excepting small, incidental changes on the day, neither party may divert from the previously agreed plan during the examination process. The Chief Examiner or their delegate(s) will monitor examination procedures to ensure that the agreed plan is adhered to.

Strict provisions of confidentiality will be applied to notification by any candidate to the College.

The College can not act to accommodate variations for candidates who do not submit a request for variation of examination procedures.

The Board of Examiners will strive to provide a fair process of assessment to all candidates, however if a plan cannot be developed and agreed to by both parties, the matter may be referred to Council for resolution.