

<b>1.</b>	<b>POLICY TITLE</b>	<b>Withdrawal From Enrolment In College Assessments</b>
<b>1.1</b>	<b>Policy number:</b>	<b>AS-E-016.2</b>
<b>1.2</b>	<b>Category:</b>	<b>Organisational</b>
<b>1.3</b>	<b>Approval date:</b>	<b>February 2012</b>
<b>1.4</b>	<b>Revision due date:</b>	<b>February 2015</b>
<b>1.5</b>	<b>Unit responsible</b>	<b>Education Services</b>

## **2. POLICY DECLARATION**

This policy describes rules for withdrawal from enrolments and rules for refunds of enrolment fees for Candidates who need to withdraw their enrolment from RACGP assessments.

**This policy is authorised by the CEO.**

## **3. BACKGROUND**

### *i) Objectives*

The objectives of this policy are to define the withdrawal policy and withdrawal fee schedule for Candidates who:

- Need to withdraw their enrolment because of a change of circumstances since their time of enrolment
- Candidates who have paid for an Objective Structured Clinical Exam but were unsuccessful with the Applied Knowledge Test
- Candidates who have re-enrolled for an assessment module for which results had not yet been released

### *ii) Specific Aims*

The specific aims of this policy are to define:

- The procedure for withdrawal from College Assessments
- The time frame in which Candidates can apply for withdrawal from enrolment for College Assessments
- The fee schedule for withdrawal from College Assessments
- The default refund process for withdrawals

### **3.1 Definitions**

“Candidate” means a person who is enrolled in any College Assessment, or presenting for, or participating in, a College Assessment or segment of a College Assessment.

“College assessments” are either the College examinations or the Practice Based Assessment (PBA) conducted by the College and undertaken by the Candidate to evaluate their knowledge, skills or experience in relation to general practice.

“College examinations” are one the College assessments which is comprised of three examination segments, being the Applied Knowledge Test (AKT) - an extended multiple choice exam; Key Feature Problems (KFP) - a mixture of extended multiple choice and short answer questions; and Objective Structured Clinical Examination (OSCE) - a combination of 14 short and long clinical cases.

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“Practice Based Assessment” (PBA) is one the College assessments which is comprised of three segments, being the Oral Examination comprised of 20 two part questions (VIVA); Examiner Clinical Visit (ECV); and Recorded Consultations (RC).

## 3.2 Related Policies

[Appeals Policy](#)

[Board of Censors' Decisions Reviews Policy](#)

[Eligibility for Enrolment in College Assessments](#)

[Enrolment Procedures](#)

[Special Consideration Policy](#)

[PBA Handbook](#)

[PBA Handbook Appendices](#)

## 4. BODY OF POLICY

The College encourages all Candidates to carefully consider their assessment enrolment options before submitting an application, so as to avoid any unnecessary costs.

### 4.1 Withdrawal from College assessments

The College acknowledges that some Candidates may need to withdraw their enrolment from a College assessment because of the following reasons:

- There was a change of personal circumstances since their time of enrolment. Such applications to withdraw must in all circumstances be submitted in writing to the College.
- They had paid for an Objective Structured Clinical Exam but were unsuccessful with the Applied Knowledge Test (and were therefore ineligible to present for the OSCE).

Candidates cannot transfer their enrolment between different segments of the College Examinations or PBA. Candidates cannot transfer their enrolment outside the enrolment intake for which they were enrolled. The reasons for this relate to satisfying eligibility criteria, the currency of eligibility of documentation and the costs to the College associated with the enrolment process.

Once withdrawn, candidates are required to submit a new application for enrolment for a subsequent enrolment intake. The reason is that the College must check that all eligibility documentation is up to date for the relevant enrolment intake.

### 4.2 Withdrawal fees, funds transfers, and refunds for change of personal circumstances

Upon notification to the College in writing of the intention to withdraw, the College will return the enrolment fee paid by the candidate. Any fees reimbursed to Candidates may be subject to an administration fee for costs incurred by the College as a result of the assessment process. The amount of the administration fee charged to Candidates will be dependent on when notification of the withdrawal from assessment was given, as follows:

Assessment	More than 30 days before the exam	29 days or less before the exam
Any segment of any College Assessments (i.e. AKT, KFP, OSCE, Viva, ECV, RC)	\$300	No refund without evidence of inability to present for the exam as provided via an application for special consideration, in which case a \$300 (or \$600 as relevant) withdrawal fee may be withheld
Entire PBA (three segments)	\$600	

## 4.2.1 Special consideration

Candidates may apply for special consideration for a refund (less a \$300 or \$600 withdrawal fee, whichever is applicable) on the provision that evidence of mitigating circumstances can be demonstrated. Candidates are referred to the [Special Consideration Policy](#).

## 4.2.2 Extension of time for PBA

Candidates may apply for an extension of time to complete PBA in the event they have submitted one or two segments but are unable to complete the PBA stream within the allocated timeframe. Please see the [PBA Handbook](#).

Candidates granted an extension into the next PBA stream will be charged an extension fee of \$600.

## **4.3 Withdrawal fees, funds transfers, and refunds for Candidates who have paid for an OSCE but were unsuccessful with the AKT**

At the time of the enrolment intake period, Candidates are able to apply to enrol simultaneously in both the OSCE and the AKT. One prerequisite for confirmation of enrolment in the OSCE is that Candidates must pass the AKT. Candidates enrolled in the OSCE in anticipation of passing the AKT will have their enrolment cancelled and enrolment fee reimbursed in full if they fail to pass the AKT.

## **5. PROCEDURES**

### **5.1 Withdrawal from College assessments upon candidate's request**

Candidates who wish to withdraw from College Assessments must contact the Fellowship Services Branch, either by:

- a) Email to: [fellowshipservices@racgp.org.au](mailto:fellowshipservices@racgp.org.au) (preferred method), or
- b) By post to: Fellowship Services Branch  
Royal Australian College of General Practitioners  
1 Palmerston Crescent  
South Melbourne  
Victoria 3205  
Australia

### **5.3 Policy availability and promulgation**

This policy will be publicly available via the website at [www.racgp.org.au/assessment/policy](http://www.racgp.org.au/assessment/policy).

### **5.4 Review of this policy**

The review cycle for this policy is three years.