



The Hong Kong College of Anaesthesiologists
Administrative Instructions on
Examination Candidates for the Diploma in Pain Management
Suffering from Illness, Accident or Disability

1. INTRODUCTION

- 1.1 The College policy is that candidates should not be disadvantaged unnecessarily as a result of events outside their control. Nevertheless, in seeking to redress any disadvantage, no action should be taken which might be held to be unfair to other candidates.
- 1.2 Some guidelines can be formulated with respect to the procedures to be followed in certain cases of illness in relation to the examinations. However, it is impossible to foresee every eventuality.
- 1.3 It is important that advice be sought from the Secretary, where a problem that is not covered in these guidelines arises.

2. ACUTE ILLNESS OCCURRING AT THE TIME OF EXAMINATION

- 2.1 Sudden illness, which precludes a candidate from attending all or part of the examination, may provide grounds for remission of the examination fee.
- 2.2 Application for this consideration must be made by the candidate and supported by a medical certificate. Such a medical certificate may be provided by a member of the Court of Examiners for the particular examination, but not by the candidate.
- 2.3 In the event that examiners become aware that a candidate is ill, they should determine whether, in their opinion, the illness is incapacitating. If so, they should advise the candidate to withdraw and notify the Secretary in writing of this action.
- 2.4 Further action is at the discretion of the Board, on the advice of the Chairman of the Board of Examinations.

3. ACUTE ILLNESS, ACCIDENT OR DISABILITY WHICH IMMOBILIZES, BUT DOES NOT INCAPACITATE THE CANDIDATE

3.1 It is conceivable that a candidate may be precluded from attending the place at which the examination is held, by an illness, accident or disability, which is not incapacitating.

3.2 Under these circumstances, the Chairman of the Court of Examiners for the particular examination and the Chairman of the Board of Examinations should consider the possibility that the examination could be taken wherever the candidates happens to be at the same time as other candidates in the region. If this is practicable, an appropriate invigilator should be appointed for that purpose.

4. CHRONIC ILLNESS OR DISABILITY

4.1 Candidates with a chronic illness or disability will not normally be granted any concession with respect to any part of an examination. If a candidate believes that extraordinary consideration should be made of particular circumstances, a fully documented application should be submitted to the Chairman of the Board of Examinations at least four calendar months before the closing date for applications to sit an examination.