

Policy

Subject: **Notification to Trainees of Assessment Changes**
Approval Date: November 2012, November 2016
Review Date: November 2020
Review By: BEA
Number: 2/2012

PURPOSE

The RCPA adheres to the principle that no currently registered Trainees should be unfairly disadvantaged as a result of changes to assessment requirements introduced in the course of their training. This policy is to ensure that sufficient notice of any significant assessment change is given in order that candidates may prepare for that change.

DEFINITIONS

Assessments include formal examinations and required workplace-based assessments.

A significant change is one that would impact on Trainees' planning or preparation for the assessment, or could affect the Trainees' progression to Fellowship in the case of a cancelled or delayed component.

Examples of significant change include:

- Introduction of a new assessment process
- Replacement of an existing examination with a different type of examination
- Cancellation of an examination or component that would mean that the candidate has to wait until the following year to sit for an examination for which they would previously have been eligible
- A change in timing that would significantly impact on preparation time or planned rotations

Examples of non-significant change, thus not affected by this policy, include:

- Minor variations in timing
- Variation in the relative proportions of question formats in an examination
- Cancellation of an assessment or component that presents no inconvenience or disadvantage to Trainees

POLICY

1. The Board of Education and Assessment must provide at least 12 calendar months notice to Trainees of any significant change, except where there has been consultation with the Trainee Advisory Committee, and potentially affected Trainees' unanimous support for the change verified in writing to the Board of Education and Assessment.
2. Changes will be publicised in 'Pathology Today' and notified via direct email to currently registered Trainees and Supervisors in the relevant discipline
3. Trainee Handbooks will be reviewed annually and updated with any assessment changes. Interim amendments may be published if required. Handbooks and amendments will be published on the RCPA website along with documents outlining transitional arrangements for Trainees already in progress.