

Sickness and Assessments policy

8.2 of the CPCF regulations states the requirement when a person is unwell prior to or on the day of a CTSI assessment, was to provide CTSI with a doctor's letter or a copy of a sickness certificate, and this evidence was to be submitted within 5 days of the assessment taking place.

The Qualifications and Awards Board (QAB) have taken the decision, as of September 2022 update meeting, to amend the sickness for assessments policy. This action was taken in recognition of the difficulties in being able to book a doctors' appointment to attain medical evidence within the timeframes set out within the CPCF regulations.

The QAB have agreed that when a candidate is off sick on the day of the exam, or they felt unwell during their exam, their line manager is required to confirm in writing to CTSI's Education Team, the individual circumstances.

Additionally, this process should be adhered to for other circumstances where the candidate cannot attend, or may be affected in some way during their assessment.

This should be done in writing, by email to qualifications@tsi.org.uk

The qualifications team will make a note on the candidates record and save the evidence. If/where it is needed, CTSI will present this information to the Chair of the boards via its Quality Assurance report, for consideration.

This policy will be observed where there is wording in the regulations or appeals documentation regarding medical evidence. However, if the matter is more in-depth or a severe medical condition, then a doctors' confirmation letter may still be needed by CTSI.

Date: 1 November 2022