**PALS Addendum**

From December 2023 a new step has been added into the PALS submission processes for those trainees who have indicated they are happy to accept the change in study schedule.

The PALS Addendum is the opportunity to submit an up to 1000 word addendum report and ask markers to review up to an additional seven consecutive minutes (from the submitted recording not contained with the original 30minutes nominated for marking) to address and provide additional evidence for domains which have received a fail (leading to overall assignment failure). The intention is to provide the opportunity to raise the failed domain(s) to the passing standard. If markers are satisfied that the Addendum achieves this, then the markers can recommend a Pass for the domains they feel assured have reached the passing standard. The PALS is then considered as passed with no further action for the trainee.

If markers are not assured they can recommend that the domain rating(s) remains as fail. If this means the PALS remains as an overall fail – then the trainee moves to the full resubmission of the PALS. Failure of a resubmission attempt leads to overall programme failure as per existing guidance.

Addendums are subject to the same moderation and external examiner processes as the main PALS reports. Addendums will be sent to the original marker(s) where possible (and if not possible as per current practice when an original marker is unavailable the new marker is asked to work with the feedback and marking of the original marker).

**Deciding to submit an addendum and support**

If you have received an overall fail and you have agreed to the change in study schedule for the addendum option then you can submit an addendum. It is recommended that trainees discuss this option with their tutor pair when they meet to discuss support for the resubmission of the PALS. A plan to support the addendum submission should be agreed during the discussion. The tutor pair will agree which tutor will support the preparation and draft reading of the addendum with you. One draft read will be offered unless there are exceptional circumstances indicating further support is needed.

**Addendum structure**

The addendum structure is flexible and is not preset to allow trainees to address the specific points raised by markers. This means the addendum can be structured in a way which best suits the reasons given for the fail rating(s). The most important thing to hold in mind is making sure that the addendum is clear and addresses the recommendations to improve the evidence for any failed domains. The trainee is asked to make decisions about what might work best within their work to make best sense to the markers. Discussion with your nominated addendum support tutor is encouraged if the trainee is unsure (most likely to your clinical tutor or another member of your Vertical Tutor Group tutor team).

Trainees can ask markers to review up to seven consecutive minutes in a different part of the already submitted recording i.e. outside of the nominated 30minutes to provide additional evidence in response to a markers feedback point.

If a trainee would like to do this then they need to include the table heading only for the transcript and commentary section in the text of the addendum to identify the time stamps for start/finish. Words in the table do not count to the overall word count.

If a trainee would like to ask the markers to review up to seven consecutive minutes and would like to provide additional transcription and commentary – this can be done – as per the guidance for PALS submissions the table heading and transcript are not included in the word count but the commentary is included in the word count. Please provide a breakdown of words on the front page if including a commentary.

If a trainee would like to revise parts of the original commentary only – as per the main PALS submission – words in the transcript section do not contribute to the overall word count, but words in the commentary section do. The trainee can decide to include the whole of the transcript however it may be better to include relevant parts of the transcript and so the most relevant aspects of the commentary can be revised by the trainee in the addendum. If including shorter relevant sections – please orientate your markers to this by including information about the time stamp of the part of the recording the transcript is from (your markers will be given to access to your recording and original report as part of the marking process of the addendum).

Appendices should be minimal and only added to address a markers specific point under a failed domain (e.g. addition or revision of a formulation diagram). Appendices are not to be used to provide additional information beyond the word count limit.

**Submission of Addendum**

The addendum will automatically be expected to be submitted at the next available submission point which is no less than 4 weeks from feedback being sent out. Information regarding the expected addendum deadline will generally be sent with the trainee feedback and will be applied to any submissions made from January 2024 onwards. The addendum submission is 9.30am on the expected submission deadline day and will be subject to the deadlines policy.