

**POLICY CATEGORY:**  
**POLICY FOCUS:**

**REGISTRATION COMMITTEE POLICY-5**  
**Appeals Policy**

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**POLICY STATEMENT(S):**

1. Appeals of assessment/examination results will be considered and results reviewed in full by the Registration Committee under the following conditions:
  - significant procedural errors or discrepancies as documented at the time of the examination on the candidate exam/feedback sheet, and/or
  - errors in adjudication.
2. Appeals for review of assessment/examination results, hand-scoring or reassessment must be made in writing to the Registration Committee within 60 days of release of results, accompanied the completed Application for Examination Appeal Form and the fee of \$200.00 + GST. If the applicant is successful in the appeal, the fee will be refunded.
3. Appeals must cite the reason for appeal and any specific procedural or adjudication error.
4. The Registration Committee will consider the appeal at their next scheduled meeting with a letter forwarded to the appellant within 10 working days of the review by the Registration Committee, citing the outcome of the appeal and supporting reason(s). The appellant may not appear before the Registration Committee.
5. The assessment/examination, content, methodology, standards or criteria are not subject to further review or appeal.

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First approved: 2 April 2009  
Revised:  
Reaffirmed:

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**RCP-5**