|  |  |
| --- | --- |
| **Department** | Exam |
| **Title** | Exam Policy – Appeals |
| **Date Approved:** | August 10, 2022 |
| **Approved By:** | Registration Committee  Reviewed by Examination Committee |
| **Dates Reviewed:** | February 21, 2024 |
| **Date of Next Review** | February 2025 |
| **Version** | 2.0 |

If a candidate is dissatisfied with the result of the Review, then they can pursue an Appeal which will be considered by the Exam Committee. The criteria for an Appeal is the same as that for a Review.

**Criteria for an Exam Appeal**

* A significant administrative or procedural error (e.g., interruption of the exam or malfunctioning technology).
* An illness or personal medical issue which occurred during the exam, or
* An extraordinary circumstance that was outside of the candidate’s control that could not be mitigated and had an impact on the candidate.

The Appeal request is considered by the Exam Committee. It is a paper-based review. The candidate will be permitted to make submissions to the Exam Committee and the Committee will have access to all related documents and things that are relevant to make a decision related to the appeal.

There are two possible outcomes to an Appeal:

* The exam result is annulled, and associated fees are returned back to the candidate or the exam fee will be applied to the next exam session; or
* The result is confirmed. In this case no fees are refunded, and the candidate is responsible for paying the associated fees to register for the next exam session, if the candidate is still eligible to take the exam.

The Exam Committee will provide its decision and reasons for its decision to the candidate, in writing.

If a result is annulled the attempt will not count as one of the candidate’s exam attempts and the result will be removed from the candidate's exam history. A confirmed result means that the attempt will count as one of the candidate’s exam attempts. It is important to note that under no circumstances can an unsuccessful attempt or fail be changed to a pass at the conclusion of an Appeal.

All requests for an Appeal must be sent to the College of Physiotherapists of Ontario by email ([exam@collegept.org](mailto:exam@collegept.org)) including the reason for the appeal. Any information pertaining to the candidates' previous academic performance, clinical placement evaluations, letters of reference from past/current employers or financial status are not considered valid documents to support the Review process. These documents will not be reviewed and will be discarded for privacy reasons.

There is a cost associated with an Exam Appeal. Fees are outlined in the [Exam Fees Policy](https://www.collegept.org/docs/default-source/ontario-clinical-exam/exam-policy-fees.docx).

The Appeal is the final level of review, and the decision of the Exam Committee is considered final and binding upon the candidate.