

## Examination Appeals Policy

### 1. Introduction

The College of Naturopathic Physicians of British Columbia (“CNPBC”) administers two entry-to-practice exams: the Oral and Practical Examination, and the Jurisprudence Examination. For more information on CNPBC’s examinations, please review the *Examination Guidelines*, found on the College’s website at <https://cnpbc.bc.ca/become-an-nd/exam-info/>.

CNPBC’s *Examination Appeals Policy* serves to strengthen transparency, accountability, and reliability in the examination process by clarifying when the Examination Committee may invalidate the result of a specific examination.

The Examination Committee will only review requests that meet the grounds for appeal outlined in this policy under section three (3). For best results, Candidates are strongly encouraged to review this policy alongside CNPBC’s *Examination Guidelines* before appealing their examination results.

### 2. Scope

The *Examination Appeals Policy* is limited to the Oral and Practical and Jurisprudence Examinations delivered by CNPBC and its examiners.

Appeals may be based only on circumstances that have deprived a candidate of an appropriate process for demonstrating their competency during an examination, e.g., due to an alleged, significant procedural irregularity in the assessment process. The content of the examinations, including any alleged error in a question or in the structure of an examination, or an alleged error in how an answer or demonstration was graded or assessed, is not grounds for an appeal. The College will not process any request for appeal based on alleged errors in content. Candidates will not be given access to any information that may jeopardize the confidentiality of the examination content or process.

The Examination Committee cannot provide individualized feedback on exam performance. If a Candidate is uncertain why they were unsuccessful, CNPBC recommends that the Candidate reaches out to their educational institution for guidance in relevant areas of practice. Reference to the *Examination Guidelines* may also help Candidates identify potential areas of improvement.

An appeal will not result in a new score. The Examination Committee cannot grant a passing mark to a candidate who has failed one or more sections of an examination.

Candidates may appeal each exam attempt.

Candidates may appeal one or more sections of the Oral and Practical Examination.

### 3. Grounds for Appeal

Candidates that believe a circumstance outside of their control had a material adverse impact on their performance during an examination may file a *Request for Appeal* form within fourteen (14) calendar days of receiving their exam score.

The following are valid grounds for an appeal:

- Illness during the examination;
- Personal emergency; and/or,
- Procedural irregularities.

If the request is not based on one or more of the above listed circumstances, it will not be considered.

#### 3.1 Illness During the Examination

If a Candidate was ill on the examination day, they may submit a *Request for Appeal* form together with an original, signed medical report of a duly qualified medical professional who examined the candidate within five (5) days after the examination. The medical report must be on letterhead from a physician, nurse practitioner or other applicable health professional advising an overview of the candidate issue and include the license number of the health professional. Forward the report directly from the clinic to [examinations@cnpsc.bc.ca](mailto:examinations@cnpsc.bc.ca).

#### 3.2 Personal Emergency

If a Candidate experiences difficulty immediately before and during an exam due to an unforeseen emergency or trauma, such as the death or serious, sudden illness or injury of a close family member or close personal friend, the Candidate may submit a *Request for Appeal* form, along with appropriate supporting documents (such as a death certificate, obituary notice, or similar).

#### 3.3 Procedural Irregularity

If a Candidate perceives procedural irregularity in the administration of the exam, they may submit a *Request for Appeal* form. A procedural irregularity includes major irregularities in the environment in which the examination was completed and/or while the examination was in progress. Such a request must include facts demonstrating that the procedural irregularity had a negative impact on the Candidate's performance on the examination.

It is incumbent upon the Candidate to establish, to the satisfaction of the Examination Committee, that had the procedural irregularity not occurred, it is more likely than not that the Candidate would have passed the examination.

#### 4. Reporting an Issue/Incident

CNPBC and its examiners must report any irregularities that occur during the exam that may affect a Candidate's ability to demonstrate their competency.

Candidates are encouraged to report any issue they believe had a material adverse impact on their performance during an examination. Concerns should be reported in writing to [examinations@cnpbc.bc.ca](mailto:examinations@cnpbc.bc.ca) within fourteen (14) calendar days of receiving their exam score. This, along with the evidence submitted by the Candidate in support of their *Request for Appeal* form, is considered by the Examination Committee in assessing a Candidate's application.

#### 5. Process

Candidates must submit a *Request for Appeal* no later than fourteen (14) calendar days after the release of examination results to demonstrate their grounds for an appeal. The Examination Committee will only consider requests after this period in the case of incapacitation or a similar circumstance preventing a Candidate from functioning normally.

The request must contain all the information and supporting documents upon which the Candidate intends to rely. Failure to provide the required documentation under the applicable circumstance(s) may cause the Candidate's request to not be considered or result in a denial by the Exam Committee.

The Examination Committee will review the *Request for Appeal* form along with all evidence from the Candidate and the College. Once the Examination Committee has rendered a decision, the decision will be communicated to the candidate via the email address indicated on the form.

#### 6. Outcomes

Upon review of the Candidate's application for appeal, the Examination Committee may:

- I. Deny the request.
- II. Grant the request, with one or more of the following conditions:
  - i. Preclude the attempt from counting towards the total number of permitted attempts;
  - ii. Allow the Candidate to pay any subsequent examination fee at an adjusted rate; and/or,
  - iii. Impose reasonable conditions necessary for the integrity of the exam.

The Examination Committee's decision is final.



### Request for Appeal

The information you provide here relates to the operations of the College of Naturopathic Physicians of British Columbia (the “College”) under the *Health Professions Act* of British Columbia for the purpose of regulating the practice of naturopathic medicine in British Columbia. As a public body under the provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, the College provides security and confidentiality of your personal information.

<b>Full name</b>			
<b>Email address</b>			
<b>Exam written</b>	<input type="checkbox"/> Oral & Practical Examination	<input type="checkbox"/> Jurisprudence Examination	
<b>Date of exam</b>		<b>Location of exam</b>	<input type="checkbox"/> Online <input type="checkbox"/> In-person
<b>Grounds for appeal</b>	<input type="checkbox"/> <b>Illness</b> Must attach relevant documentation as outlined in the Exam Appeals Policy section 3.1	<input type="checkbox"/> <b>Personal emergency</b> Must attach relevant documentation as outlined in the Exam Appeals Policy section 3.2	<input type="checkbox"/> <b>Procedural irregularity</b> Must attach relevant documentation as outlined in the Exam Appeals Policy section 3.3
<b>Use the space below to outline the grounds of your appeal and how it affected your performance (attach separate page if needed)</b>			



COLLEGE OF  
NATUROPATHIC  
PHYSICIANS  
OF BRITISH COLUMBIA

**Relief sought – What is your desired outcome?  
(attach separate page if needed)**

By signing below, I, \_\_\_\_\_, confirm that the information provided in this document is true and consent to the College of Naturopathic Physicians of British Columbia collecting, using, and disclosing my personal information for the purpose of processing this request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date