

	Procedure Manual Section Exam Marks Management	Document No.	
	Document Title Appeals Process	Version 4	Effective date :

1. Upon receipt of a valid appeal, the CBEPS Registrar forwards the candidate's arguments and a copy of the exam to the Special Examiner. An e-mail notice is sent to the Responsible Examiner. For an appeal to be valid, the candidate has to provide arguments showing why he or she should get a better mark(s).
2. The Special examiner shall provide a report on his or her review to the Registrar. The results are then sent to all members of the CBEPS Appeals Committee with a copy of the Exam Marks Spreadsheet for that particular exam for their approval.
3. Within two weeks, the Committee members send their vote of approval or disapproval of the Special Examiner's recommendation by e-mail to the Registrar. If the case is complex, the Committee may call a videoconference meeting to discuss the case.
4. The candidate is informed, by e-mail, of the results as soon as a majority vote is attained.
5. If requested by the candidate, a copy of the Marking Comment Sheet will be provided by e-mail.
6. At the end of this process, the candidate has the option of asking for an appeal with the CBEPS Board of Directors. The Board of Directors decision is final.

Definitions:

Special Examiner: is the individual who set and marked the exam.

Responsible Examiner: is the CBEPS Board of Directors member who is responsible for the exam.