

HOW TO APPEAL A FAILED EXAM MARK

WHO CAN APPEAL THEIR EXAM MARK?

Any candidate who fails an exam can appeal their mark. That said, if your mark is 55% or less, it is extremely unlikely that your appeal will be successful.

HOW DO I MAKE AN APPEAL?

After the exam marks are released, you have a period of 30 days in which you can launch an appeal. You should contact the CBEPS office for a copy of your written exam. As well, you will need to pay the appeal processing fee (\$120) through the CBEPS website.

Your appeal is sent to the Examinations Administrator, Kevin Jones, who will send that along with a copy of your written exam, to the appeal examiner for review.

WHO REVIEWS MY APPEAL?

Your appeal will be reviewed by a different individual from the one who set and initially marked your exam. They do not consult each other in any part of the appeal process.

WHAT SHOULD MY APPEAL CONTAIN?

Your goal is to show that the answers you provided should have received more marks.

There is no set format for appeals, but generally one goes through the exam, reviewing any question that one feels could be marked higher, and explaining why. It is highly recommended to provide references to textbooks or other materials you used in your studying, or other sources that might bolster your argument.

WHAT SHOULD MY APPEAL NOT CONTAIN?

The only personal identifier on your appeal should be the candidate number you were provided during that particular round of exams (the candidate numbers change with each exam session). Please do not include your name or any other personal identifier on your appeal.

Also, your appeal should not contain any personal entreaties for a higher mark. Your success depends on the merits of your arguments and your ability to show that you understand the exam subject, and not "I studied very hard and deserve a passing mark."

WHAT ARE THE RESULTS?

You will receive one of three results: an unchanged mark, an increased mark but still not a pass, or an increased mark that puts you up to a passing grade.

The appeals examiner reports their findings to the registrar, and an email will then be sent to the candidate, informing them of the results.