

## College of Chiropodists of Ontario Appeals Policy

Applicants who are unsuccessful on the College of Chiropodists of Ontario written exam and/or the OSCE have the right to appeal their results based on rescoring of the examination or on matters relating to administrative issues (e.g., flickering lights, unreasonably cold or hot) to confirm that the reported score was accurate.

Written appeals or requests for rescoring must be received by e-mail to [info@cocoo.on.ca](mailto:info@cocoo.on.ca) **no later than thirty days (30) after the date appearing on the results letter or e-mail**. A fee of one hundred fifty dollars (\$150.00) will be charged for an appeal or re-scoring request. The fee will be reimbursed in full should the appeal be successful.

An examination result may only be appealed based on administration or procedural irregularities. The fact that irregularities occur is not in itself grounds for a successful appeal. There must be evidence that the irregularity resulted in unfairness that adversely and materially affected the performance of the candidate.

The following are not subject to appeal:

1. Examination content
2. Examination methodology
3. Performance standards
4. Assessment criteria
5. Scoring criteria of the College Examinations.

All appeals must be submitted in writing and contain all grounds and reasons for the appeal.

Appeals will not be accepted from third parties on behalf of any candidate.

Documentation such as character references or testimonials, training program, grades, faculty recommendations or the opinions of other `experts` should not be included as they will not be taken into consideration.

The appeal process is not intended to allow a challenge or review of the content of the exam. Neither is it intended as a means for the applicant to obtain feedback regarding the applicant's specific performance on the examination. Applicants will not be permitted to review exams, either written or OSCE.

The Registrar will hear all appeals received within 30 days following the deadline date. A written ruling will be provided to all applicants.

In the event a written exam paper is rescored resulting in a passing score being awarded, the candidate's file will be amended to reflect a successful examination.

Applicants whose appeal is granted as a result of conditions that existed during an exam sitting or OSCE session which, in the opinion of the Registrar, attributed to the candidate being unsuccessful, may have the unsuccessful attempt removed from their file and will be allowed another attempt on the written exam or OSCE, as the case may be, at no cost.