



## CEC.P.13: NOTCE RECONSIDERATION AND APPEAL

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**Activity Sphere:** Standards

**Last Revised:** May 2023

**Activity:** Examination

**Sub activity/task:** Reconsideration and Appeal

### POLICY

#### REQUEST FOR RECONSIDERATION

1. Candidates who experienced extenuating circumstances during the National Occupational Therapy Certification Examination may submit a request for reconsideration.
2. The outcome of reconsideration will not include overturning a fail to a pass.
3. If a request for reconsideration is denied, the candidate's exam result is released. Candidates may submit an appeal within seven (7) days. (see Appeal procedures below).
4. **Due to ill health or personal circumstances:**
  - a. If candidates are aware of a medical issue prior to the exam, the candidate is responsible for contacting CAOT to postpone the exam attempt (see NOTCE website >NOTCE information).
  - b. Candidates who experienced ill health during the exam and continue to write can request reconsideration.
  - c. In the event the comprehensive case review indicates the circumstances would have reasonably affected the candidate's result, the request is granted, the candidate's exam results will not be released, and the candidate will be permitted to repeat the examination without the examination being counted as an attempt.
5. **Due to an administrative issue:**
  - a. Candidates who believe that there were administrative issues on the examination day that impaired their performance may request reconsideration.
  - b. In the event the comprehensive case review indicates that the issue would have reasonably impaired the candidate's result, the request is granted, the candidate's exam results will be released. A pass result will stand and a fail result would not be counted as an attempt.

#### APPEAL

1. Candidates can appeal the decision about their request for reconsideration.
2. Appeals are heard by the CAOT Appeal Committee. (See Governance Manual B9 Appeals).



3. Hearing of appeals will be made by persons who have training, are unbiased, independent and have no affiliation with the candidate. Members of the CEC will not be included in appeals decisions.
4. The outcome of an appeal will not include overturning a fail to a pass score.
5. The Appeal Committee has discretion to refund the appeal fee or waive the exam fee for the next attempt depending on the nature of the extenuating circumstance. The decision of the Appeal Committee is final.

## PROCEDURES

### RECONSIDERATION:

1. Candidates who submit a request for reconsideration must notify the NOTCE department and provide supporting documentation by the deadlines.
2. Supporting documentation and deadlines:
  - a. **Ill health:** A [completed Reconsideration Form \(click for link\)](#) **within seven (7) days of exam day.** A medical report detailing the nature of ill health and signed by a registered health professional familiar with the circumstances is required.
  - b. **Personal circumstances:** A [completed Reconsideration Form \(click for link\)](#) within seven (7) days of *exam day*.
  - c. **Administrative issue:** A [completed Reconsideration Form \(click for link\)](#) and documentation (if available) within seven (7) days of *exam day*.
3. CAOT will review the request for reconsiderations and notify the candidate of the decision within three weeks of the exam day.
4. Candidates whose reconsideration request was granted and failed the exam will be provided with an email for submission to the relevant regulator with information about the granted reconsideration and the need to sit the examination at the next examination date.

### APPEAL:

1. Candidates who appeal the reconsideration decision must forward a letter containing specific details of the issues to the Appeal Committee within seven (7) days of the decision, with the inclusion of the appeal fee according to the fee schedule ([see NOTCE Website](#)).
2. Appeal Committee members will sign confidentiality and conflict of interest declaration forms and will receive training including but not limited to: purpose of the meeting, meeting process, appeals policy and processes, Fairness Commissioner principles, Human Rights principles,



accommodation of testing needs and special considerations.

3. The Appeal Committee will meet to review appeals within thirty days after receipt of the appeal.
4. The decision of the Appeal Committee will be communicated in writing to the candidate within thirty-five days of the Appeals Committee receiving the appeal.
5. Candidates will be provided with a letter for submission to the relevant regulator with information about the successful appeal and the need to sit the examination at the next examination date.
6. Information on the number of appeals and outcomes will be communicated as part of the operations report.

<b>CEC.P.13: NOTCE Reconsideration and Appeal</b>		
<b>Revised</b>	<b>Agenda item</b>	<b>Policy and/or Procedures</b>
May 2023	B.23.05.C.11	Policy and Procedures
May 2022	B.22.05.C.10	Policy and Procedures
June 2021	B.21.06.C.06	Policy and Procedures
May 2020	B.20.05.C.07	Policy and Procedures
June 2019	B.19.06.C.10	Procedures
November 2018	B.18.11.C.09	Policy and Procedures
November 2014	B.14.11.8.7	Policy and procedures
November 2012	B.12.11.7.6	Policy only
Approved	B.99.11.6.4	Ref. to old policy: 11217