



Canadian Society of
Clinical Neurophysiologists

Société canadienne de
neurophysiologie clinique

CSCN Policy on Exam Appeals

Appeals will be considered only for significant **procedural irregularities** that occurred during the examination process that are serious enough to materially affect the candidate's performance. Note that some variability in the exam process or conduct is unavoidable, and any irregularities that may occur do not necessarily result in any unfairness or significant impact on a candidate's performance.

Appeals will not be considered for concerns regarding the content, structure, or grading of the examination. The appeals process is not a re-grading or re-scoring exercise, and it is not a mechanism for soliciting further details regarding the candidate's examination performance.

Written appeals must be submitted to the CSCN Secretariat within 30 days of the date of issuance of the examination results. The appeal must explain in detail the circumstances surrounding the alleged process irregularity and its alleged impact on the candidate's performance. All relevant details must be provided at the time of the initial written appeal, and no subsequent evidence will be considered. The appeal must come directly from the candidate, and no third-party testimonials will be considered.

The appeal will be reviewed by the Chief Examiner, who will provide a written decision to the candidate within 60 days of receipt of the appeal.

If the candidate disagrees with the decision of the Chief Examiner, they may advise the CSCN Secretariat within 14 days of the decision that they wish for the appeal to undergo further review by a formal appeals panel, consisting of the Chief Examiner and two other members of the examination committee. The appeals panel will conduct a re-review of the appeal (no new evidence will be considered), and will provide a written decision to the candidate. The decision of the appeals panel is final, with no provision for further appeals.

Fee for review of appeal by the Chief Examiner: \$500

Fee for review of appeal by the Appeals Panel: \$1000

This policy is subject to change without notice.