



### **Procedures for examination result appeal**

1. Appeal is defined by a request made by the examination candidate to revise the decision of the result of the examination.
2. Candidates who wish to appeal against the result of the examination must do so in writing to the Honorary Secretary of the College and pay an administrative fee prescribed by the College within 30 days after the examination result is released. The notice of appeal must state clearly the specific issues to be raised, the decision appealed against and the specific grounds of the appeal. Supporting evidence, where available, should be submitted together with the notice of appeal.
3. Appeals may be instituted only in relation to the conduct of the examination. Appeals disputing the professional judgment of the examiners will not be considered.
4. A non-refundable administration fee (20% of the examination application fee) will be levied for the appeal request.
5. Upon receipt of the notice of appeal, the Honorary Secretary will acknowledge in writing receipt of the notice to the appellant.
6. The Education Committee or an appropriate committee appointed by the Education Committee (the Review Committee) will review the appeal case and conduct investigations as appropriate. The Review Committee shall include Fellows of the College, with at least one serving Council member.
7. The Review Committee will report in writing to the College Council its recommendation and supporting reasons.



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8. The College Council will determine the appeal in its Council Meeting, having regard to the recommendation of the Review Committee. The College Council shall not be bound by the recommendation. Any member of the College Council should declare any potential conflict of interest to the Chairman of the meeting before the appeal is considered. The determination of the College Council shall be final.

9. The Honorary Secretary will notify the appellant about the result of the appeal in writing.