

Policy Type:	Exam	Policy Number:	1.0
Approval Date:	November 26, 2012	Last Review Date:	
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Purpose

These procedures allow a candidate who has failed the COPR Entry to Practice Examination, an opportunity to request that COPR verify their examination results.

Policy

1.2 Grounds for Review

A candidate's examination results may be reviewed only on the basis of suspected irregularities in the examination process, and not because of alleged errors in content of the examination. The content of an examination is not subject for review at the request of the candidate either singly or as a group. A request to review the examination results on the basis of process, must present evidence that the alleged irregularity materially affected the candidate's performance. The existence of irregularities, in itself, is not sufficient to reverse the results of the examination.

1.3 Types of Review

1.3.1 Rescoring of Answers:

A candidate may request rescoring of his/her answers to verify that the examination was accurately scored. The rescoring of the answers is done by hand rather than through the normal electronic process. The rescoring process can be used to determine: a) if there was improper recording of the answers to one or more examination items; b) if one or more examination items were improperly scored against the answer key.

An application for rescoring must be made to COPR **within forty-five (45) calendar days** from the date of receipt of the examination results. There is a \$200.00 (+ tax) administrative fee for this service.

1.3.2 Formal Review:

If an unsuccessful candidate believes that he/she was treated unfairly or if there were any other significant irregularity in the examination process, he/she can request a formal review.

A written request for a formal review must be sent to the Chair of COPR Examination Committee and received within forty-five (45) days of the candidate's **receipt of the official examination result**. The request for formal review must explain in detail the circumstances

surrounding the alleged irregularity(ies) in the examination process and must include supporting or related evidence.

The Chair of COPR Examination Committee will acknowledge receipt of the request for formal review and conduct an investigation to determine if the alleged irregularity(ies) are sufficiently supported and if they significantly affected the outcome of the exam result.

The Chair of COPR Examination Committee will then render a decision in writing, within thirty (30) days of receiving the official request for formal review.

1.3.3 Appeal of Formal Review Decision:

Following receipt of the Chair's decision, if the candidate still feels that his/her request for a formal review was not accorded due consideration, the candidate can choose to submit an appeal to the COPR Board of Directors. This appeal must be sent by registered mail, accompanied by a fee of \$200.00 (+ tax) - certified cheque or money order in Canadian funds payable to the Canadian Organization of Paramedic Regulators or by a valid Credit card number (VISA or MasterCard) through the testing agency. This appeal of the formal review decision must be received by COPR within thirty (30) days of the candidate's receipt of the Chair's formal review decision.

COPR will forward the appeal request and the supporting documents to COPR's Board of Directors for its consideration and the Board of Directors will respond in writing to the candidate's appeal, with its decision, within forty-five (45) days of receipt by the COPR of the appeal letter.

The COPR Board of Directors will render one of the following decisions:

1.3.3.1 Confirm that the policies and procedures pertinent to the situation were followed and uphold the decision of the Chair;

1.3.3.2 Determine that the policies and procedures pertinent to the situation were either inadequate or not followed completely and refer the matter back to the Chair for a decision based on reviewing or following the policies and procedures completely.

1.3.3.3 Take whatever action the Board of Directors considers appropriate that is not inconsistent with the generally accepted principles of the Chair.
