

## 2023 QUALIFYING EXAMINATION

### Examination review: Policies and procedures

The following document outlines the examination review policies and procedures of the Examining Boards.

All requests under the examination review policies and procedures will be treated impartially and confidentially.

#### **Submission of the re-correction request**

Candidates have until **the deadlines posted on the website** to make a written request for a re-correction to the Examining Board by e-mail at the following address:

[registration-inscription@cpata-cabamc.ca](mailto:registration-inscription@cpata-cabamc.ca)

Any request for review must:

- 1) specifically identify the Part or Paper and the question or questions in respect of which a candidate requests a review. Please identify both the original mark assigned as well as the requested mark;
- 2) be accompanied by a written submission as to the grounds for which the candidate believes a different mark should have been awarded;
- 3) be in respect of questions for which the marks sought, in aggregate, would materially affect the success of the candidate or overall; and
- 4) not bear any identification other than the candidate's number.

*\*Any request which does not meet these four requirements will be refused.\**

#### **Grounds for review**

A candidate may present a review request on the following grounds:

- 1) a belief that a clerical error has occurred during the addition of the marks; or
- 2) a belief that the marks awarded were inappropriate in consideration of the marking guide.

The Board will not provide a review if the grounds for review are limited to how marks should be awarded differently than what is indicated in the marking guide. Additionally, the Board may not provide a review if a candidate argues that a proposed candidate's answer, different than what is indicated in the marking guide, should be considered for additional

marks.

### **Procedures**

#### *Review on the ground of missed marks:*

An internal review of the candidate's examination answers will take place to ensure that no error has been made in addition of the marks.

#### *Review on the ground that the marks awarded were inappropriate in consideration of the marking guide:*

The documents will be forwarded to a member of the Examining Board not involved in the original marking, which will review the marks awarded to determine if changes are required. In addition to the question(s) or section(s) in respect of which a review is requested, a review may be undertaken at the reviewer's discretion to cover other related sections of the examination.

### **Possible outcomes**

There are three possible outcomes of any given review:

- 1) the marks may be increased;
- 2) the marks may be left the same; or
- 3) the marks may be decreased.