

C.B.R.E.T.

Canadian Board of Registration of Electroencephalograph Technologists

Examination Appeal Process

If process irregularities are found to occur in the course of an examination they should be brought immediately to the attention of the examiners present and the Registrar. Examiners as well as candidates may initiate such action. The Registrar or Chairman may then either institute some immediate course of action to correct the process error, or if such action is impossible, document the situation and provide a written report to the Board of Directors at the earliest possible time. It should be emphasised that early and immediate attention to process irregularities will likely result in the complete and satisfactory resolution of most irregularities detected. It does not preclude a further request for a review on the part of the candidate concerned. On the contrary, it may be even be construed as additional evidence of the importance of the process irregularity.

Whether or not the matter is raised with the local examination authority and dealt with at that time, a candidate may apply for a formal review of his/her examination results. The request must explain in detail the circumstances surrounding the alleged irregularity. The Board of Directors shall acknowledge receipt of the request within 30 calendar days and forward the information provided for further assessment to determine whether the irregularity is considered part of the routine process and whether the candidate's performance was materially affected.

If you believe you have been disadvantaged in some way during the examination process, i.e., you were not allowed the correct amount of time, or your score was a result of fraud, discrimination, or other improper acts or circumstances, you have the right to file a written appeal with the CBRET Board of Directors.

You have 30 days after the post marked date of your examination results to submit a detailed written appeal to the Board of Directors.

The appeal must contain the examination title (EEG - Record Review), the location and date and time, the name of the examiner and candidate, the filing date and the postmark date on the envelope containing your notice of examination results, along with complete details of the circumstance.

If there appears to be no grounds for initiating a formal review, the preliminary ruling of the Chairman and Registrar shall be communicated to the candidate who shall be given the opportunity to pursue his/her request. If the initial review suggests that there are grounds for a formal review, the request will proceed to the Board of Directors and examiners and the candidate shall be informed that a fee of \$300.00 is required by the Board before further action is taken. The purpose of the review is not a regrade. There must be an occurrence that affected the outcome of the examination.

Once the decision to hold a formal appeal is made, the Chairman of the Board shall appoint a committee to obtain and receive and consider all documents pertaining to the appeal. This panel shall render its decision no later than the next similar scheduled examination, i.e., next Part II examination.

Decisions of this panel will be as follows:

1. No process irregularity has occurred
2. There was a process irregularity of insufficient magnitude to materially affect the candidate's performance.
3. There was a process irregularity of sufficient magnitude to materially affect the candidate's performance and a repeat examination is allowed at the next examination session at no charge to the candidate, or under exceptional circumstances, a pass standing is awarded without further examination.

There will be no further provision for an appeal of the decisions of the Board of Directors, which are considered final.

Application Rejection Procedures

If you meet the requirements as stated in the C.B.R.E.T. Handbook for the examination application and you are denied the opportunity to challenge the exam you may wish to file a written appeal. All information must be submitted in writing within 30 days of receiving denial access to the examination process. A review of your submission will be evaluated by the Chairman and Registrar. All decisions are final. Upon completion of the review a written reply will be sent to the candidate highlighting the reason they do or do not qualify.