



5.04 Exam Results Appeals

Approved: 2018-03-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To outline the process for exam writers to appeal their exam results.

Policy and Procedures

Individuals who have written SBOA exams have the right to appeal an exam result, based on their belief that the exam result is incorrect or unfair.

The individual must write to the Education Chair within 60 days of the date the exam was written, with an explanation of their concern and justification to support their concern. The Education Committee will review the submission, decide whether the concern has merit, and if merited attempt to resolve the concern or if unmerited dismiss the concern.

Failing resolution, the individual can submit in writing a request for an appeal to the Board of Directors. The fee for appeal to the Board of Directors is \$100.00, and the fee shall be submitted with the written request for an appeal. The decision made by the Board of Directors will be issued in writing to the appellant within 60 days of the date the written appeal request is received, and will be final.

Application

SBOA Education Committee Chair and members, Board of Directors, and exam writers.

Notes

Based on information from BOABC , NSBOA, and MBOA.

Based in part on 2007-05-28 SBOA Certification Policy 3D - Appealing the Results of Exams or other Criteria used to determine Certification Stages (recommended for compliance with CAN-P-9 that was reissued as ISO/IEC 17024:2012). Required for compliance with ISO/IEC 17024:2012 "Conformity Assessment - General requirements for bodies operating certification of persons, 9.7.2."