



Policy on impairment, appeal and review of results for the New Zealand registration examination candidates (NZREX Clinical)

Policy Statement

In certain circumstances a candidate may have a legitimate reason to ask for a review of his or her NZREX result.

Rationale

Impairment

A candidate may have been disadvantaged during the examination due to a temporary impairment, which occurred close to, or during the examination and which affected his or her performance. This may include situations such as illness or pressing domestic circumstances.

Appeal of examination process

A candidate may consider that an incident, which occurred during the process of the examination, impacted on his or her performance in the examination.

Unfair result

A candidate may consider that his or her examination result does not accurately reflect his or her performance in the examination and may request that the result be reviewed.

Procedures

Impairment

1. Submissions claiming impairment must be lodged in writing within three working days of the examination.
2. A submission must include details of the event that led to the impairment. Supporting documented evidence such as a medical certificate or letter from another person who can attest to the circumstances will be required. The event that caused the impairment must have occurred within the four weeks prior to the examination and must represent a serious and unexpected event.
3. On receipt of a submission the Examinations Coordinator (NZREX) will acknowledge receipt and forward details to the Examinations Director.
4. The Examinations Director will consider the submission and seek further information if necessary. He or she will then make a recommendation to the Council.
5. If the impairment submission is accepted, the remedy will be either a refund of the candidate's examination fee, or a re-sit at no charge. There is no facility for a candidate's result to be amended as the result of an impairment.

Appeal of examination process

6. Appeal submissions must be lodged in writing within three working days of the examination.
7. A submission must include details of the event that led to the appeal. The event that caused the appeal must have occurred during candidate's attendance at the examination centre. The candidate may appeal on the grounds of procedural unfairness, but not on the grounds of the examiners' decision.
8. On receipt of a submission the Education Coordinator (NZREX) will acknowledge receipt and forward details to the Examinations Director.
9. The Examinations Director will consider the submission and seek further information if necessary. He or she will then make a recommendation to the Council.
10. If the appeal is accepted, the remedy will be either a refund of the candidate's examination fee, or a re-sit at no charge. The candidate's result cannot be amended as the result of an appeal.

Review of result

11. Applications for a review of a result must be lodged in writing, no more than 10 days after receipt of written feedback from the Council office.
12. The application must include the specific reasons for requesting the review, based on the feedback provided.
13. There will be a fee of \$125.00 for each review requested. This fee will be refunded to the candidate if his or her result changes upon review.
14. On receipt of a submission the Education Coordinator (NZREX) will acknowledge receipt and forward details to the Examinations Director.
15. The Examinations Director will:
 - check each marking sheet for that candidate to ascertain that all marks for each station have been awarded and accounted for
 - check that the overall mark for the candidate has been correctly calculated
 - check that the candidates mark has been correctly compared to the pass mark
 - make a recommendation to the Council.
16. Any decision made by the Council will be binding upon all parties.

Agreed at Council meeting: 29 July 2003
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