



DESIGNATED STRUCTURAL ENGINEER PROGRAM

BC CODES AND PRACTICES EXAM - APPEAL POLICY

updated May 2011

The BC Codes & Practices Exam is reviewed carefully by members of the Exam Committee. Their responsibilities include review of the exam objectives, its contents and the distribution of questions regarding type and degree of difficulty. The Committee revises the exam as necessary to provide for new material, to test validity, and to incorporate feedback wherever necessary. In the process of post exam analysis, questions may be discarded, anomalies may be identified in the marking and appropriate adjustments are made in the interest of fairness to all candidates. Marking of the exam is been closely reviewed, double-checked and adjusted where necessary before final results are posted. If questions are discarded the Exam Committee ensures that candidates are not adversely affected.

GUIDELINES FOR APPEAL

Deadline for Review

A candidate must review their exam in order to file an appeal. Candidates will have 30 days from the date of the official results of the pass/fail decision to request a review of their exam. An appointment will be scheduled within 14 days. This exercise will be done inside the premises of the Association. Candidates will be given 45 minutes of review time for each of the sessions they were assigned to write, morning and/or afternoon as applicable. Candidates will have the opportunity to know which questions were marked incorrect but correct answers will not be supplied. Notes, photocopies, photographs, or removal or reproduction of any part of the exam *will not be permitted*.

Request for Review

If after reviewing the exam, a candidate feels he/she has basis for an appeal, the request should be submitted in writing as outlined in the section on Appeal Procedures. The Board rule allows any candidate within 5 points of the recommended pass score to request a review of their examination. The appeal of the score must have technical justification that the candidate's solution deserves reconsideration.

The Exam Committee will review the candidate's concerns and will forward their recommendation to the Structural Qualifications Board for a final decision. Disputed questions shall be determined by a majority vote and shall be final and binding. The

decision shall be rendered in writing and mailed to the applicant whenever possible within 30 days of the appeal.

There is no fee for an appeal.

Grounds for Appeal

An appeal will be considered based on the following grounds:

- a) Question was ambiguous. A detailed explanation and justification must be provided by the candidate.
- b) Information was missing, conflicting or there was clerical error that justifiably impacted the outcome of their final solution. A detailed explanation is required.
- c) Candidate disputes the correct answer. This basis for appeal requires complete worked solutions from the candidate.

Appeal Procedures

Appeals must take place during, or within days of the review of the exam. The candidate will be requested to identify the question(s) being disputed and provide worked solutions as applicable, and reasons as appropriate. The reasons might include ambiguity in the question, missing information, clerical error as outlined under 'Grounds for Appeal', that in essence might have affected the final results of the answer selected.

Re-taking the Exam

A candidate who has failed the exam after three attempts will not be permitted to re-take the exam prior to complying with the following. The candidate will be asked to submit 2 to 3 projects and to make an oral presentation in front of a Review panel. The members of the panel will test the candidate's knowledge by asking relevant questions to determine whether he/she has satisfied the Review Panel that they are qualified to take the exam a fourth and fifth time if necessary. Failure of a fifth attempt may disqualify the Candidate from the Struct Eng program and will be dealt with on a case by case basis by the SQB.

A fee will be charged to the candidate for these proceedings.

Grievances

Grievances that question the examination content, passing standard or specific items will be accepted by the Exam Committee and reviewed as part of its quality assurance process. Action will not be taken on the grievance to change any examination results.
