
 <p>The College of Naturopaths of Ontario</p>	Policy Type EXAMINATIONS	PROGRAM POLICIES
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Intent/Purpose	To establish a policy governing the handling of examination appeals filed with the College of Naturopaths of Ontario (the College).	
Definitions	Act	Means the <i>Naturopathy Act, 2007</i> , as amended from time to time.
	Biomedical Examination	Means a Council approved registration examination in the biomedical sciences which tests candidate knowledge of body systems and their interactions, body functions, dysfunctions, and disease states, required to be eligible for registration with the College to practise naturopathy in the province of Ontario.
	By-laws	Means the by-laws of the College approved by the Council under the authority of section 94 of the Code.
	Candidate	Means any person who has submitted an examination application or is engaged in any examination or appeal, which leads to the recording and/or issue of a mark, grade or statement of result or performance by the College.
	Chief Executive officer (CEO)	Means the individual appointed by the Council of the College pursuant to section 9(2) of the Code and who performs the duties assigned to the position of Registrar under the RHPA, the Code, the Act and the regulations made thereunder.
	Clinical (Practical) Examinations	Means Council approved clinical examinations in Physical Examination/Instrumentation, Acupuncture and Manipulation, required to be eligible for registration with the College to practice naturopathy in the province of Ontario.
	Clinical Sciences Examination	Means a Council approved examination in the clinical sciences which tests a candidate's knowledge of necessary naturopathic competencies for the treatment of patients, required to be eligible for registration with the College to practise naturopathy in the province of Ontario.
	Code	Means the Health Professions Procedural Code, which is schedule 2 to the RHPA.
	College	Means the College of Naturopaths of Ontario as established under the Act and governed by the RHPA.
	Council	Means the Council of the College as established pursuant to section 6 of the Act
	Environmental Irregularity	Means a substantial irregularity in the testing environment in which the examination was completed which has a material adverse impact on a candidate's examination performance.
	Examination Appeals Committee	Means the non-statutory committee of the Council of the College responsible for receiving, reviewing and disposing of candidate appeals of the Biomedical Examination, Clinical Sciences

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Examination, Clinical (Practical) Examinations, Intravenous Infusion Therapy Examination or Ontario Prescribing and Therapeutics Examination due to (an) unsuccessful exam attempt(s).

Examination Violation	Means a contravention of the College’s Examination Rules of Conduct.
Incident Reporting Form	Means a form used to collect relevant information about a procedural irregularity, environmental irregularity, perception of undue bias or examination violation having occurred during an examination.
Intravenous Infusion Therapy (IVIT) Examination	Means a three-part examination approved by the Council of the College that includes written, calculation and demonstration components which test a Registrant’s competencies to perform IVIT safely, competently and ethically.
Prescribing and Therapeutics Examination	Means a two-part examination approved by the Council of the College that includes both written and oral components which tests a Registrant’s competency to compound, dispense, sell, administer by injection or inhalation those drugs tabled in the General Regulation and engage in therapeutic prescribing.
Procedural Irregularity	Means a substantial irregularity in the administration of the examination which has a material adverse impact on a candidate’s examination performance.
Registrant	Means a person registered with the College as defined in section 1(1) of the Code.
Registration Regulation	Means Ontario Regulation 84/14 as amended from time to time.
RHPA	Means the <i>Regulated Health Professions Act, 1991</i> , S.O. 1991, c. 18, as amended from time to time.
Supporting Documentation	Means documentation upon which the appeal intends to rely to demonstrate that a procedural or environmental irregularity or incident of undue bias occurred during the administration of an examination. This includes, but is not limited to, overview documents which present relevant information and facts regarding the irregularity or experienced bias, and eye-witness testimonies.
Undue Bias	Means an unfair judgement or opinion of a candidate based on, but not limited to, gender, creed, ethnicity or disability by a College representative, which has a material adverse impact on a candidate’s examination performance.


General	Guiding Legislation	All aspects of this policy will be managed in accordance with the RHPA, the Act, the Registration Regulation, the Ontario Human
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		Rights Code and the College's Examinations Policy and Examination Rules of Conduct.
	Grounds for an Exam Appeal	Exam appeals are limited solely to questions concerning procedural irregularities, environmental irregularities or undue bias which could have affected a candidate's examination performance or the integrity of the examination process.
Exam Appeal	Incident Reporting	<p>Candidates who feel that a procedural or environmental irregularity, or incident related to undue bias occurred and may have affected the results of their examination(s) must fill out an Incident Reporting Form with a College representative, within 48 hours following the completion of the examination sitting.</p> <p>Examiners/invigilators and/or exam staff must also complete an Incident Reporting Form if they are witness to or feel that a procedural or environmental irregularity, or incident related to undue bias, occurred during the examination administration.</p> <p>Incident Reporting forms will be kept on file by the College for reference in case of an appeal.</p>
	Exam Appeal Request	<p>Appeal requests must be made in writing and must:</p> <ul style="list-style-type: none"> • outline the procedural or environmental irregularities, or perceived undue bias at issue • note the fact that an Incident Reporting Form was completed, signed and submitted to a College representative within 48 hours of the exam, and • provide facts which demonstrate that the procedural or environmental irregularities and/or undue bias noted had an adverse impact on the candidate's examination performance
	Timeframes for Submissions	Exam appeals must be received within 30 calendar days following the release of exam results. The 30-day period runs from the date noted on the results notice. Appeals received after this period cannot be considered.
	Supporting Documentation	Any supporting documentation the candidate wishes to have reviewed must be submitted at the time of submission of the exam appeal request.
	Appeal Fee	A candidate seeking to appeal an examination shall be charged the examination appeal fee as set out in the by-laws for review of the appeal.
Exam Appeal Review Process	Initial Review	Exam appeal requests which, at face value, meet the exam appeal criteria (grounds and supporting documentation) will be referred by the CEO or their designate to the Examination Appeals Committee for review. Exam appeal requests which do not meet the College's grounds for an exam appeal, and/or do not follow the procedures

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and/or requirements of this policy will not be referred to the Examination Appeals Committee for consideration.

Notification of Appeal Review

Within 14 business days of the College’s receipt of an exam appeal request, the CEO or their designate will notify the candidate in writing with respect to the status of their request.

If the exam appeal request is not referred by the CEO, the candidate will be notified that the appeal will not be considered by the Examination Appeals Committee and will set out one of the following reasons for not referring the appeal request:

- the procedures and/or requirements outlined in this policy were not followed
- the procedures and/or grounds of the appeal are not based on the circumstances or grounds necessary for a valid appeal, or
- the request to appeal does not possess sufficient information or facts necessary to support those circumstances or grounds

If the exam appeal request is referred by the CEO to the Examination Appeals Committee, the candidate will be notified of:


- the referral of their exam appeal request to the Examination Appeals Committee
- the fact that the Examination Appeals Committee possesses the authority to invite other persons to provide, to the Committee, relevant information concerning the circumstantial events on the day of the completion of the examination in question and any other relevant information, including but not limited to submissions provided by the candidate and Incident Reporting Form(s) on file with the College
- the procedures to be followed at the meeting of the Examination Appeals Committee
- the timeframe in which a decision will be rendered

Committee Deliberation

The Examination Appeals Committee will review the following documentation, where available, in deliberating an exam appeal request:

- the Incident Reporting Form(s)
- the candidate’s exam appeal letter
- statements from the College concerning the examination process relevant to each case and candidate data
- reports from examiners, invigilators and/or exam staff
- any other material, documentation or information which the Committee determines necessary, relevant and appropriate.

Exam Violation Decision Appeals	General	Exam violation determinations are made by the CEO, following the process set out in the Examinations Policy. Candidates who are determined by the CEO to have committed an exam violation and
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who have therefore had a failing grade issued for the exam session of note, may seek to appeal this decision.

Grounds for an Exam Violation Decision Appeal

Exam violation decision appeals are limited solely to questions concerning a procedural irregularity, or undue bias which occurred during the review and disposal of an exam violation allegation which the candidate believes adversely impacted the decision rendered.

Exam Violation Decision Appeal Review Process

Exam Violation Decision Appeal Request

Appeal requests must be made in writing and must:

- outline the procedures that were not followed, or the perceived bias at issue within the exam violation allegation review, and
- provide facts to support a procedural irregularity or bias having occurred.

Appeal Fee

A candidate seeking to appeal an examination violation decision shall be charged the examination appeal fee as set out in the by-laws for review of the appeal.

Timeframe for Submission

Exam violation decision appeals must be received within 30 calendar days following the date the candidate was issued the CEO's Notice of Exam Violation Allegation Decision letter. Appeals received after this period cannot be considered.

Notification of Appeal Review

Within 14 business days of the College's receipt of an exam violation decision appeal request, the CEO or their designate will notify the candidate in writing with respect to the status of their request.


If the exam violation appeal request is not referred by the CEO, the candidate will be notified that the appeal will not be considered by the Examination Appeals Committee and will set out one of the following reasons for not referring the appeal request:

- the procedures and/or requirements outlined in this policy were not followed.
- the procedures and/or grounds of the appeal are not based on the circumstances or grounds necessary for a valid appeal, or
- the request to appeal does not possess sufficient information or facts necessary to support those circumstances or grounds.

If the exam violation decision appeal request is referred by the CEO to the Examination Appeals Committee, the candidate will be notified of:

- the fact that the Examination Appeals Committee possesses the authority to invite other persons to provide, to the Committee, relevant information concerning the circumstantial events in question, and any other relevant information, including but not limited to submissions

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provided by the candidate and Incident Reporting Form(s) on file with the College

- the procedures to be followed at the meeting of the Examination Appeals Committee, and the timeframe in which a decision will be rendered

Committee Deliberation

The Examination Appeals Committee will review the following documentation, where available, in deliberating an exam violation decision appeal request:

- the Exam Incident report and evidence in relation to the exam violation allegation
- the Notice of Exam Violation Allegation and investigative findings, including the candidate's formal response to the allegation
- the candidate's appeal letter and supporting documentation.
- statements from the College concerning the examination allegation review and decision process that was followed, and
- any other material, documentation, or information which the Committee determines necessary, relevant, and appropriate.

Exam & Exam Violation Decision Appeal Outcomes	General	In no instance will a candidate who has failed an examination be deemed to have passed the examination.
	Notification of Outcome	Decision outcomes made by the Examination Appeals Committee will be sent to the candidate by email within 60 business days of receipt of the appeal request.
	Appeal Granted	If the Examination Appeals Committee's decision is to grant the appeal, the Committee has the authority to make the following decisions: <ul style="list-style-type: none"> • to allow the candidate to re-sit the examination without the appealed attempt being counted as one of three permitted attempts, and/or • to allow the candidate to re-sit the examination at an adjusted fee
	Appeal Denied	If the Examination Appeals Committee's decision is to deny the appeal, no further action will be taken by the Committee on the matter and the candidate will be notified.

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