

BACKGROUND

A member who fails the Registration Examination has the right to file an appeal to the Examination Committee. Section 22 of CRPO's [Registration Regulation](#) states that:

1. An applicant who fails a registration examination may appeal the results of the examination to the Examination Committee and the appeal will be decided by that Committee.
2. An appeal under subsection (1) shall be limited solely to the question of whether the process followed in sitting the examination was fair.
3. In deciding an appeal under subsection (1), the Examination Committee shall not determine that an applicant has passed the examination unless the applicant did, in fact, pass the examination.
4. Where an appeal under subsection (1) is successful, the results of the examination shall be nullified and the examination does not count against the applicant for any purpose, including the application of subsection 6 (4).

If a member wishes to proceed with an appeal, they must complete and submit this form as a written request to the Examination Committee, describing the specific circumstances they believe impacted their examination performance. In most cases, supporting documentation will be required.

INSTRUCTIONS FOR COMPLETION

1. Complete all sections and sign the form. When you have completed the form, upload a copy to the "Documents" tab in your user account within 30 days of receiving your Exam result.
2. Upload a copy of the official confirmation letter with your result that you received from COMPASS (the exam administrator) and any other documents you believe may support your appeal (e.g. physician's or lawyer's note, police report, etc.).
3. Notify CRPO using the Messaging function in the Member Management System (see "Messages" tab) that your form and supporting documentation has been uploaded and is ready for review.

1. EXAMINATION RESULTS

Exam date:

Location of Writing Centre:

2. INCIDENT REPORT

Check the type of incident you wish to report:

 Illness/medical condition Procedural irregularities Lack of Accommodation for Needs Technical Difficulties Personal emergency Other

Please provide a detailed description of the incident; including how you feel this/these event(s) impacted the **fairness in process** for sitting the Examination. If more space is required, use additional pages. Please also be sure to upload any other supporting documents (e.g. sick notes) to the "Documents" tab of your user account.

3. DECLARATION

I declare that the information (and supporting documents, if any) I have provided, or will provide, are truthful, accurate and complete to the best of my knowledge, and I understand that a false or misleading statement may result in refusal to issue a Certificate of Registration, revocation of an active Certificate of Registration and/or a referral to the discipline process.

Member Name (please print):

Registration No.:

Member Signature:

Date: