



Policy Examination Appeals	Replaces former policy:
	<input type="checkbox"/> Title: <input checked="" type="checkbox"/> N/A
Dietetics, Hearing Instrument Dispensing, and Psychology	Date Effective: 2026-04-08
	Last Update: 2026-04-08
Contact: Chris Smerdon – Director, Licensure	

Policy Statement

The College of Health and Care Professionals of British Columbia (CHCPBC) establishes and maintains an impartial, principled, and procedurally fair examination and assessment appeal process.

An appeal may be a concern about a procedural error, bias, administrative irregularity, improper accommodation implementation, or other unfair practice that may have materially affected an examination or assessment outcome.

Candidates seeking to appeal must submit a written appeal within 14 calendar days of the release of results. The appeal must clearly articulate the grounds for appeal and include any relevant supporting documentation.

Appeals are reviewed by designated College staff in accordance with the principles of procedural fairness. A written decision will be issued within 30 calendar days of receipt of a complete appeal. An administrative fee may apply in accordance with CHCPBC’s published fee schedule. The administrative fee will be refunded for successful appeals.

Late or incomplete appeals may be considered if exceptional circumstances are demonstrated.

1. Policy Rationale and Purpose

Examinations and assessments play a critical role in determining eligibility for licensure, removal of limits or conditions, and substantial equivalency pathways. When concerns arise about the fairness or integrity of an examination or assessment outcome, CHCPBC has a duty to ensure those concerns are reviewed in a manner that is objective, proportionate, and grounded in regulatory integrity.

The purpose of this policy is to:



- establish an appeal process for College-administered examinations and assessments aligned with principles of procedural fairness, transparency, and accountability; and
- support equity by preventing, identifying, and addressing discriminatory barriers or impacts within examination and appeal processes, including those related to race, Indigeneity, disability, language, gender, or other protected grounds.

2. Policy Scope

This policy applies to candidates seeking review of an examination or assessment attempt for any of the following:

- Dietetics – Knowledge Assessment
- Dietetics – Practical Assessment Interview
- Hearing Instrument Dispensing (HID) – HID Practical Examination
- Psychology - Oral Examination
- School Psychology - Readiness for Practice Examination (RPE)

This policy does not apply to examinations or assessments administered by external bodies or testing agencies where CHCPBC is not involved in the appeal process.

3. Duties and Responsibilities

Licensure Team Members

Licensure members are responsible for:

- supporting the integrity and consistency of examination and appeal processes
- escalating concerns to the Director, Licensure related to equity, bias, accessibility, or procedural integrity
- providing written reasons for appeal decisions to the candidate
- raising issues that may identify a pattern of discrimination to licensure managers

Licensure Managers and Director

Licensure Managers and the Director:

- make appeal-related decisions impartially and free from conflict of interest,
- document appeal decisions and written reasons that are proportionate to the nature and impact of the decision and sufficient to demonstrate consideration of the issues raised
- monitor appeal requests and decisions for potential Indigenous-specific racism against candidates
- monitor appeal requests and decisions for potential discrimination against candidates
- separate escalate complex appeals to the Registrar for review



Registrar

The Registrar maintains examination and assessment processes that are impartial, principled, and procedurally fair and monitors issues identified to determine whether these processes are unduly discriminatory, adjusting or adapting processes to meet anti-discrimination outcomes.

4. Legal and Regulatory Authority

This policy is linked to the following legislation and regulatory documents:

- Health Professions and Occupations Act (HPOA), S14 and 15
- CHCPBC Bylaws 6.17 and 6.18(c)

5. Other Relevant Policies and Documents

None identified at this time.

6. Key Partnerships

None identified at this time.

7. Definitions

Appeal means a formal request for review of an examination outcome when a candidate believes that a procedural error, bias, or other unfair practice may have influenced their performance or result, raising concerns about fairness, equity, procedural integrity, or regulatory accountability.

Candidate refers to an applicant or licensee who is eligible to take a CHCPBC-administered examination or assessment.

8. Process Check

The following documents have been consulted and applied to this policy.

- Policy Development Framework (required)
- Anti-Discrimination Measures (S14/15 HPOA) (required if applicable)
- Safe Spaces Playbook (required if applicable)
- In Plain Sight Report and Recommendations (required if applicable)

9. Resources/References

None identified at this time.



Reviewed by the Board on:		<input checked="" type="checkbox"/> N/A
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