Certification Examination Review Process

1. Candidate takes the OSCE and/or MCQ examination

2. Candidate experiences an extraordinary circumstance immediately prior to the examination or during the delivery of the examination, and submits information about the experience to the College in writing within 72 hours of the examination

3. Candidate receives examination results

   - Candidate fails the exam and confirms their request for a Certification Examination review (with supporting documents)
   - Candidate passes the exam

4. Registrar reviews the candidate’s submission and makes one of the following decisions:
   - Registrar determines that no extraordinary circumstance arose which was severe enough that it could reasonably be seen to have altered the test score (in which case the examination result stands)
   - Registrar grants the candidate another examination attempt without counting the previous attempt as one of the three permitted attempts

The decision of the Registrar is final.

Approximate Processing Times

Step 2: Candidate submits information within 72 hours of the examination

Step 3: MCQ results released within four (4) weeks of the exam; OSCE results released within six (6) weeks of the exam

Step 4: Registrar’s decision (with reasons) is issued within 30 days