

Canadian Dietetic Registration Examination (CDRE) – Appeals

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Authority: CDBC Bylaws sections 41, 43 and 47; Alliance's CDRE Policies and Procedures, Policy 12.

Background:

A temporary registrant who fails the CDRE may appeal the results on the basis of:

- a) irregularities in the examination administration process, or
- b) extraordinary, unforeseen, personal and not pre-existing circumstances that did not exist prior to the day of the exam (Alliance CDRE Policy #12).

The following circumstances may support an appeal request:

- a) Exam procedures that vary significantly from the standard
- b) Extraordinary circumstances (e.g. family emergency, bomb scare or fire alarm during exam which led to substantial interruption)
- c) Illness on the day of the exam
- d) Accommodation (approved by regulatory body in advance of the exam) not adequately implemented for the exam." (Alliance CDRE Policy #12)

Policy:

- 1) An appeal must:
 - a) be received in writing within 20 calendar days of the CDBC sending the examination results to the candidate,
 - b) be in writing,
 - c) include a \$75 CDBC administrative appeal fee (unless waived by the CDBC),
 - d) name of the examination site, and
 - e) include details of the circumstances that initiated the appeal.
- 2) The CDBC acknowledges receipt of the appeal within 5 business days, requesting more information if needed to clarify the circumstances.
- 3) The CDBC contacts the CDRE examination provider and requests information, including the:
 - a) Invigilator's Report from the candidate's examination site,
 - b) candidate's login/logout times, and
 - c) candidate's Post-examination Evaluation.
- 4) The Registrar investigates the appeal based on all the information available.
- 5) The Registrar summarizes the appeal in an email to the Alliance, makes a recommendation as the disposition of the appeal and requests feedback from the Alliance.

- 6) Once received, the Registrar makes a determination on the appeal and notifies the candidate in writing.
- 7) If the appeal is successful on the grounds of “irregularities in the examination administration process” (see background above):
 - a) the candidate is permitted to re-take at the next administration of the examination at no additional cost,
 - b) the appeal fee is refunded (if paid), and
 - c) the examination that was appealed is not counted as a failed attempt.
- 8) If the appeal is successful on the grounds of “extraordinary, unforeseen, personal and not pre-existing circumstances that arise on the day of the exam” (see background above):
 - a) the candidate is permitted to re-take at the next administration of the examination at their expense,
 - b) the appeal fee is not refunded (if paid), and
 - c) the examination that was appealed is not counted as a failed attempt.
- 9) The Registrar will report the results of the appeal to the Alliance and to the Registration Committee.
- 10) The CDDB tracks the failed attempt of the candidate.