



Occupational Therapy Board of New Zealand

Kaihaumanu Tūroro o Aotearoa

EXAMINATION APPEAL AND RESULT REVIEW POLICY

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Purpose

To enable candidates to appeal the outcome of an Occupational Therapy Board of New Zealand (Board) examination, in circumstances of legitimate concern, and further to enable candidates who have been unsuccessful in the Board examination to request that their result be reviewed.

Background

Applicants for registration

In accordance with section 15 of the HPCA Act, the Board may register an applicant for registration within the 'General Scope of Practice: Occupational Therapist' if the applicant:

- a. Is fit for registration in accordance with section 16;
- b. Has the qualifications that are prescribed, under section 12, for that scope of practice; and
- c. Is competent to practise within that scope of practice.

If upon assessment, and in the opinion of the Board, an applicant's combination of experience and qualifications is not equivalent to the prescribed New Zealand qualifications for registration, an applicant may be offered the opportunity to undertake the Board examination. A pass result in the Board examination will qualify an applicant to satisfy the requirement at point (b) above for the purposes for registration.

Applicants for a practising certificate

Section 27 of the HPCA Act, states that the Board, must not issue an annual practising certificate (APC) unless it is satisfied that the practitioner meets the required standard of competence. Pursuant to section 29 of the HPCA Act, the Board may decide that an individual practitioner should not be issued with an APC until they have fulfilled one or more conditions as determined by the Board.

In order to be satisfied a practitioner meets the required standard of competence, the Board may require by way of condition, a practitioner to undertake an assessment of their competence in the form of the Board examination.

Policy

Appeal

An examination candidate may, by written application to the Board, appeal the result of their Board examination based upon one or more of the following grounds of legitimate concern:

1. Impairment

- a. A candidate may have been disadvantaged during the examination due to a temporary impairment, which occurred close to, or during the examination and which affected his or her performance. This may include situations such as illness or pressing domestic circumstances.
- b. Submissions claiming impairment must be lodged in writing within three working days of the examination.
- c. A submission must include details of the event that led to the impairment. Supporting documented evidence such as a medical certificate or letter from another person who can attest to the circumstances will be required. The event that caused the impairment must have occurred within the four weeks prior to the examination and must represent a serious and unexpected event.
- d. The Board will consider the appeal and determine whether the candidate was disadvantaged during the examination due to a temporary impairment, which occurred close to, or during the examination and which affected his or her performance.
- e. If the appeal is successful, the remedy to be determined at the discretion of the Board. Please note there is no facility for an applicant's result to be amended as the result of an impairment.

2. Administration Procedures

- a. An examination candidate may consider that an incident, which occurred during the process of the examination, impacted on his or her performance in the examination.
- b. Appeal submissions must be lodged in writing within three working days of the examination.

- c. A submission must include details of the incident that led to the appeal. The incident that caused the appeal must have occurred during the candidate's attendance at the examination centre.
- d. The candidate may appeal on the ground of procedural fairness, but not on the grounds of the examiners' decision.
- e. The Board will consider the appeal and determine whether an incident, which occurred during the process of the examination, impacted on the candidate's performance in the examination.
- f. If the appeal is successful, the remedy to be determined at the discretion of the Board. The candidate's result cannot be amended as the result of an appeal.

Result Review

An examination candidate who has been unsuccessful in the Board examination may, by written application to the Board, request that the Board review their Board examination result as follows:

- a. Applications for a review of a result must be lodged in writing, no more than 10 days after receipt of written feedback from the Board.
- b. The application must include the specific reasons for requesting the review, based on the feedback provided.
- c. A request for review can only apply to the marking of the examination and cannot apply to the assessment content or format.
- d. When considering the appeal, the Board will determine whether the marking criteria (as applied to all candidates) have been applied consistently.
- e. There will be a fee for each review requested.

Fees

The fees for appeals are as follows:

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| a. Appeal related to impairment | \$250 |
| b. Appeal administration procedure | \$250 |
| c. Appeal result review | \$500 |

General

- All applications for appeal or review are considered by the Board on a case-by-case basis.
- Any submissions for consideration by the Board must be received within the prescribed timeframes and must be accompanied by the fee required.
- Late appeals and requests for review will not be accepted.
- Any decision made by the Board will be binding upon all parties.
- Submissions must be in writing and addressed to:

Andrew Charnock
Chief Executive/Registrar
Occupational Therapy Board of New Zealand
Level 10
ASB House
101 The Terrace
PO Box 10 202
WELLINGTON 6143
Email Andrew@otboard.org.nz