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<b>TITLE:</b>	<b>EXAMINATION CHALLENGES / APPEALS</b>	<b>7.5</b>
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**DATE APPROVED:** May 25, 2014

Frankie Victor, Secretary to the Executive Committee

**POLICY:**

Any examinee may challenge, in writing, upon any ground, any examination or examination process conducted by the BOABC.

The fees for challenges / appeals will be established and approved by the Executive Committee.

Challenges/comments shall be in writing on the appropriate challenge form, signed by the examinee, and shall contain a separate and complete statement of each ground upon which the challenge is based. There shall be a challenge/comment form available to each examinee upon request from the BOABC.

The examinee must email or submit by courier this challenge/comment to the BOABC at the following address:

Building Officials' Association of British Columbia  
#205 – 3740 Chatham Street  
Richmond British Columbia V7E 2Z3 Canada  
info@boabc.org

Initial challenges shall be postmarked or received by the BOABC no later than 30 days following the date of the examination. If this deadline falls on a weekend, holiday, or other non-business day, the date shall be extended to the next regular business day.

Challenges are first reviewed by staff based on technical merit review of challenges and shall be processed within thirty (30) business days of receipt by BOABC. If a challenge is denied, the examinee will be informed in writing of the decision and the examinee will have the right to appeal this decision to the Examination Development Committee.

If the Examination Development Committee denies the challenge, the examinee may submit a final appeal to the Executive Committee.

If the Executive Committee grants the appeal, credit for the affected questions will be awarded to the examinee.

**POLICY OBJECTIVE:**

Where the examinee is of the opinion that a question administered as part of an examination requires process or content review to ensure its accuracy and fairness, this process provides the examinee the opportunity for the examination process or content to be validated based on technical merit.

**POLICY JUSTIFICATION:**

Provides a methodology to potentially obtain fair adjustments to an exam score for content or process where, through the appeal process, is deemed to not be consistent with BOABC policy objectives.