

Policy Name	CMA Examination Appeal Policy	Number	P9
Date Approved by Council	October 10, 2013	Revised by Council	
<p>RATIONAL:</p> <p>Any CMA PLEA candidate who has failed an examination, including any denial of entry to future examinations, or who considers that the results of an examination have been prejudiced by the delivery of the examination, may appeal to the Registrar. Candidates cannot seek to appeal the content of the examination.</p> <p>APPLICATION :</p> <ol style="list-style-type: none"> 1) Appeals must be received within 45 days of receipt of examination results. 2) A \$100.00 appeal fee will be charged for processing an appeal. 3) All appeals must be submitted in writing and include: <ol style="list-style-type: none"> a) Notice of the applicant’s intention to appeal; b) The grounds for the appeal; c) Submissions in support of the applicant’s appeal; d) The appeal fee, paid in full, as per acceptable payment methods, must be received before an appeal will be considered complete. <p>PROCESS:</p> <ol style="list-style-type: none"> 1) Once received, an appeal will be reviewed by an Appeals Committee consisting of three members of the CMA Registration Committee, one of whom is a Board Member, and none of whom were involved in the original examination of the applicant or have any other conflict of interest in terms of the applicant’s registration application. 2) Applicants may be asked for further documentation and/or interview at the discretion of the Appeals Committee. <p>RESULTS:</p> <ol style="list-style-type: none"> 1) Appeal results will be communicated to the applicant within 90 days following the receipt of the appeal and all required documentation. 2) Possible results of the appeal process may be: <ol style="list-style-type: none"> a) Confirmation of original decision. b) Revoking of the original decision, allowing the applicant to continue in the assessment process. c) Modification of the original decision. This may or may not allow the applicant to continue. 3) All Appeal Committee decisions are final. 			

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