



## **ASCP BOARD OF CERTIFICATION EXAMINATION ADMINISTRATION APPEALS PROCESS**

### **Submission of Appeal**

1. All appeals must be presented in writing to the ASCP Board of Certification, 33 West Monroe Street, Suite 1600, Chicago, IL 60603, addressed to Renee Allegrucci, Manager of Certification Activities.
2. The appeal must include any supporting documents not in the possession of the Board of Certification.
3. The appeal should include any written statements of persons having knowledge of the facts to be relied upon by the appellant.
4. The request and supporting documents must be received by the Board of Certification within 30 days following notification of the decision being appealed.

### **Appeals Process**

- A. Examination Content Irregularities
  1. Individuals who wish to contest what they perceive as examination content irregularities may file an appeal to the appropriate Examination Committee.
  2. The Examination Committee will review the appeal at its next scheduled meeting.
  3. The appellant will be notified of the Examination Committee's decision by the Executive Director of the BOC. If it is unfavorable, the appellant may appeal the Committee's decision and request a hearing before the Board of Governors Appeals Committee at the time of the Board of Governors' next regularly scheduled meeting. The appellant may choose to waive his/her right to a hearing and appeal the Examination Committee's decision directly to the Board of Governors Appeals Committee in writing.

4. The BOG Appeals Committee will review the appeal and the Committee's decision is final.

B. Examination Administration Irregularities

1. Individuals who wish to contest what they perceive as irregularities in the administration of the examination at the testing site may appeal to the Executive Committee of the Board of Governors.
2. The Executive Committee will review the appeal.
3. The appellant will be notified of the Executive Committee's decision by the Executive Director of the BOC. If it is unfavorable, the appellant may appeal the Committee's decision to the Board of Governors Appeals Committee at the time of the Board of Governors' next regularly scheduled meeting. The appellant may chose to waive his/her right to a hearing and appeal the Executive Committee's decision directly to the Board of Governors Appeals Committee in writing
4. The BOG Appeals committee will review the appeal and the Committee's decision is final.

C. Allegations of Inappropriate Conduct During the Examination

1. The BOC will inform the individual of allegations of inappropriate conduct during the examination (including, but not limited to, giving or obtaining unauthorized information or aid) as well as pertinent evidence.
2. The individual may respond to these allegations, in writing, within thirty days following notification by the Executive Director of the BOC.
3. The Executive Committee will review the allegations and the individual's response and determine the appropriate course of action (including but not limited to invalidation of test scores, denial of admission to take additional Board exams, revocation of existing certification status, etc.).

4. The individual will be notified of the Executive Committee's decision by the Executive Director of the BOC. If it is unfavorable, the appellant may appeal the Committee's decision and request a hearing before the BOG Appeals Committee at the time of the BOG's next regularly scheduled meeting. The appellant may choose to waive his/her right to a hearing and appeal the Executive Committee's decision directly to the BOG Appeals Committee in writing.
  
5. The BOG Appeals Committee will review the appeal and the Committee's decision is final.