

3.5 Administrative Reconsideration Results Appeal Policy

Date of Approval:	June 1, 2020	Effective Date:	November 1, 2020
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I. Definitions:

- “**CADTR**” means the Canadian Alliance of Dental Technology Regulators
- “**DTETPA**” means the Dental Technology Entry to Practice Assessment
- “**KBA**” means the Knowledge-Based Assessment
- “**PBA**” means the Performance-Based Assessment

II. Scope:

This policy applies to all candidates that are not satisfied with the outcome of their administrative reconsideration decision.

III. Principles:

This policy is written in accordance with the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications principles of fairness, transparency, timeliness and consistency and in consideration with the minimum required standards of the approved dental technology programs in Canada.

IV. Purpose:

The purpose of this policy is to specify conditions in which a candidate may request to appeal the results of their DTETPA and challenge the outcome of the administrative reconsideration decision. This policy will also provide a clear and structured approach in the handling of all appeal requests in a fair and timely manner.

V. Policy:

Candidates that are not satisfied with the outcome of the administrative reconsideration decision may requests for an Appeal. A written request must be received by CADTR within **30 calendar days** from the date the administrative reconsideration decision was issued. An **assessment appeal fee** will be charged at the time the request is submitted.

Grounds for an Appeal

Candidates must have requested for an administrative reconsideration and received a decision result first before qualifying to apply for an appeal.

Supporting Documentation

Candidates may submit supplemental documentation that was not included in the initial administrative reconsideration request.

Process for Appeal

1. Submit a written request for an appeal to CADTR within **30 days of** receiving the decision results from the administrative reconsideration. The written letter should explain in detail the issues that the appeal is based on.
2. Gather and submit any further supplemental documentation
3. Pay the **assessment appeal fee**
4. Once the written request and the fees are paid, an Appeal Panel constituting of 3 members from the Assessment Services Committee will review the file. The Panel will review the written request, all contents from the administrative reconsideration file including the supporting documents and the decision result, and any other additional and supplemental documentation submitted. The Appeal Panel will determine whether issues raised by the candidate would have significantly affected their assessment results and whether the outcome of the administrative reconsideration was reasonable given the available evidence.
5. A letter of decision for the outcome of the Appeal determined by the Appeal Panel request shall be issued to the candidate **no more than 20 business days** of receiving the full request

Outcome of Appeal

If the Appeal Panel determines that the grounds for the appeal identified would have hindered the candidate's ability to achieve a passing result, the panel **may do one or more the following:**

- Annul the fail assessment result and reinstate the attempt for the candidate
- Waive the assessment fees for subsequent attempt
- Refund the administrative reconsideration fee
- Refund the assessment appeal fee

In limited cases and at the Appeal Panel's sole and absolute discretion, the fail assessment result may be awarded a passing grade.

An Appeal is the final level of review; as such, the decision of the Appeal Panel shall be final and binding upon the Candidate.

VI. Associated Policies, Procedures and Guidelines:

Non applicable.

VII. Review:

This policy is subject to review every three (3) years.

VIII. Disclaimer

If there is a discrepancy between these electronic policies and the written copies held by the policy owner, the written copies prevail.