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## PROFESSIONAL STANDARDS POLICY

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**Title:** PROFESSIONAL CERTIFICATION EXAMINATION RESULTS APPEALS

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**Written by:** R. Anderson, C. Wilson

**Approved by:** BOD

**Notes:**

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## **Policy Statement**

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EnviroCert International, Inc. (ECI), will provide exam results as pass/fail only. Applicants that question the result of the examination may appeal to the Program Department for review of their examination.

Due to the use of scantron technology for paper examinations, appeals are limited to review of the scantron form for erroneous markings that may skew the results. On-line examination results may not be appealed. If an examination question or wording of an examination question is the concern, the applicant may submit a written request to the Program Department per ECI Policy PS 6006.

## **BACKGROUND**

In the past ECI has allowed applicants to appeal their examination results but did not have a consistent method of handling these appeals.

## **PURPOSE**

To provide a consistent methodology for appeal of examination results.

## **APPLICABILITY**

This policy applies to all ECI certification programs.

- CPESC® - Certified Professional in Erosion and Sediment Control™
- CPSWQ® - Certified Professional in StormWater Quality™
- CESSWI™ - Certified Erosion, Sediment and StormWater Inspector™
- CPMSM™ - Certified Professional in Municipal Stormwater Management™
- CPISM™ - Certified Professional in Industrial Stormwater Management™
- All future certifications

## **DEFINITIONS**

Program Department - ECI staff responsible for maintaining the professional certification programs

CMS – Certification Management System

## RESPONSIBILITY

The Applicant is responsible for the following:

- Completion of certification examination
- Reviewing results on CMS upon notification
- Contacting the Program Department in writing if appealing the examination results

The ECI Program Department is responsible for the following:

- Scoring and posting examination results to CMS
- Review any appeal of examination to determine if appeal has merit
- If the appeal has merit, rescore the examination and repost results to CMS
- No specific question or question wording may be discussed with the applicant

## HISTORY

N/A

## UPDATES

This policy should be reviewed every year by the Professional Standards Committee and revised as necessary.

## WEBSITE

[www.EnviroCert.org](http://www.EnviroCert.org)

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## Procedures

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### General

All appeals concerning examination results shall be submitted in writing to the Program Department.

Once an appeal is received it shall be reviewed for merit by the Program Department.

If the Program Department finds merit in the appeal, the examination may be rescored if the erroneous markings would affect the pass/fail result.

If the rescoring affects the pass/fail result, the Program Department shall repost the examination results.

The Program Department shall notify the applicant of the result of their appeal, either by mail or email.

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## **Related Documents**

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### **ECI Documents:**

PS6006 – Release of Certification Examination Results Policy

### **Other Documents:**

N/A

### **Related Links:**

N/A

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## **Appendix**

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N/A