

APPEALS POLICY

Introduction

If you are a candidate for accreditation (who has passed the Clinical multiple choice question assessment) and you have received advice that you have not demonstrated the required competencies in the case assessment for the initial case study or any of the subsequent three case studies, you will be given the opportunity to resubmit the case or case/s.

If you are again unsuccessful on your second attempt, the case study, together with your file, will be referred to the AACP Chief Executive Officer for review. If your application is permitted to continue, you may be issued with a “new” initial case study and will be required to pay an additional fee for the assessment by your marker.

At this stage you have the opportunity to dispute the decision of the marker and the CEO by applying to have the decision reconsidered.

Note: The results of the *open-book* Communication and Clinical MCQ exams are non-appealable.

Purpose

The purpose of this policy is to explain when and how to lodge an appeal.

Policy

Initial action: Contact the AACP to make an appointment to discuss any concerns about any aspect of the assessments with the AACP Chief Executive Officer. The discussion will be conducted by telephone. If the matter cannot be resolved during the phone contact, you will be required to formally appeal the marker’s decision.

The appeals process: The appeal may be made to the AACP Appeals Tribunal (the Tribunal). Any appeal must follow the procedure outlined below:

- A candidate may submit an appeal in writing to the Chief Executive Officer within 14 days of receiving the 'not yet competent' notice.
- The written appeal should include the grounds for the appeal and must be accompanied by a non-refundable fee of \$110 (GST inclusive), made payable to AACP.
- The Tribunal will comprise an independent Chair and two members of the AACP National Advisory Group.
- The AACP will convene a hearing as soon as possible after the submission of the appeal. The hearing may occur in such a manner as the Chair of the Tribunal decides, including telephone conferencing. The Tribunal is not bound by the rules of evidence but must observe the principle of procedural fairness.
- The Tribunal will provide a decision in writing within 10 working days of the hearing including a statement outlining the reasons for its decision. A copy of the Tribunal's report will be forwarded to the Chief Executive Officer.
- The Chief Executive Officer will forward the Tribunal's written report to the appellant.
- The decision of the Tribunal is binding and the appellant must agree that he/she will not institute or maintain proceedings in any court or tribunal.
- All information regarding the appeal will be kept confidential.

How to appeal: Appealing can be a very exhausting and time consuming process. However, this should not discourage you from pursuing what you think is right.

- **Know your case**
Be as clear as possible about what precisely it is that you are appealing against. Is it the correctness of an academic judgement, the fairness of the procedures or, was your performance affected by circumstances beyond your control?
- **Do something immediately**
The longer you leave it, the harder it can be to justify an appeal and the more it may interrupt your attitude towards your professional role of providing cognitive services.

Related Documents

There are no related documents to this policy.

Authorisation

Grant Martin
June 2013