



## Policy on recount (of results) and appeals for the New Zealand Registration Examination (NZREX Clinical)

<b>Policy Statement</b>	Candidates should be able to check that their NZREX Clinical result has been accurately recorded, and in certain circumstances may have a legitimate reason to make an appeal on the basis of impairment or on the basis of an incident during the examination process.
<b>Rationale</b>	The principles and processes that facilitate a fair process for NZREX Clinical candidates are consistent with the Council's values of consistency and fairness.
	<b>Recount of result</b> A candidate may consider that his or her examination result does not accurately reflect his or her performance in the examination and may request that his or her result be recounted.
	<b>Appeal of impairment</b> A candidate may have been disadvantaged during the examination due to a temporary impairment, which occurred close to, or during the examination and which affected his or her performance. This may include situations such as illness or pressing domestic circumstances.
	<b>Appeal of examination process</b> A candidate may consider that an incident, which occurred during the process of the examination, impacted on his or her performance in the examination.
<b>Procedures</b>	<b>Recount of result</b> <ol style="list-style-type: none"><li>1. Applications for a recount must be lodged in writing, no more than 10 working days <b>after</b> receipt of written feedback (which is sent to candidates within 30 working days of the examination) from the Council office.</li><li>2. The application must include the specific reasons for requesting the recount, based on the feedback provided.</li><li>3. The fee for a recount of result can be found at: <a href="https://www.mcnz.org.nz/get-registered/fees-forms-and-checklists">https://www.mcnz.org.nz/get-registered/fees-forms-and-checklists</a>. This fee will be refunded to the candidate if his or her result changes upon recount.</li></ol>

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4. On receipt of a submission the Examinations Coordinator will acknowledge receipt and forward details to the Examinations Director and Assistant Examinations Director.
  5. The Examinations Director or Assistant Examinations Director will:
    - check each marking sheet for that candidate to ascertain that all marks for each station have been awarded and accounted for
    - check that the overall mark for the candidate has been correctly calculated
    - check that the candidates mark has been correctly compared to the pass mark
    - a report on the results and methodology is sent to the Council's Registrar who confirms the recount.
  6. The allocation of marks given to a candidate by an examiner in individual stations may not be reassessed or altered as part of the review.
  7. Any decision made will be binding upon all parties.
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#### **Appeal of impairment**

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1. Submissions claiming impairment must be lodged in writing within 3 working days after the examination.
  2. A submission must include details of the event that led to the impairment. Supporting documented evidence such as a medical certificate or letter from another person who can attest to the circumstances will be required. The information submitted must be sufficient to allow independent judgement of the merits of the submission. The event that caused the impairment must have occurred prior to the examination and must represent both a serious and unexpected event that directly impacts on the candidate's ability to perform on the day of the examination.
  3. The fee for an appeal of impairment can be found at <https://www.mcnz.org.nz/get-registered/fees-forms-and-checklists>
  4. On receipt of a submission the Examinations Coordinator will acknowledge receipt and forward details to the Examinations Director and Assistant Examinations Director.
  5. The Examinations Director and Assistant Examinations Director will consider the submission and seek further information if necessary. The Examinations Director and Assistant Examinations Director will then make a recommendation to the Council.
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6. If the appeal on the basis of impairment is accepted, the remedy will be either a refund of the candidate's examination fee, or a re-sit at no charge.
  7. There is no facility for a candidate's result to be amended as the result of impairment.
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#### **Appeal of examination process**

1. Appeal submissions must be lodged in writing within 3 working days of the examination.
2. A submission must include details of the event that led to the appeal. The event that caused the appeal must have occurred during the candidate's attendance at the examination venue. The candidate may appeal on the grounds of significant procedural unfairness, but not on the grounds of the examiners' decision.
3. The fee for appeal of examination process can be found at <https://www.mcnz.org.nz/get-registered/fees-forms-and-checklists>
4. On receipt of a submission the Examinations Coordinator will acknowledge receipt and forward details to the Examinations Director and Assistant Examinations Director.
5. The Examinations Director and Assistant Examinations Director will consider the submission and seek further information if necessary. The Examinations Director and Assistant Examinations Director will then present options to the Council.
6. If the appeal on the basis of an incident in the examination process is accepted, the remedy will be either a refund of the candidate's examination fee, or a re-sit at no charge.
7. There is no facility for a candidate's result to be amended as the result of impairment.

**\*Please note: The Council's Chief Executive Officer has the discretion to refund all or part of the fee for an appeal of the examination process where it is determined that the Council was in error.**

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Agreed at Council meeting:	29 July 2003
Updated for HPCAA 2003:	July 2004
Updated at Council meeting:	August 2007
Updated at Council meeting:	April 2012
Updated at Council meeting:	February 2015
Updated to reflect changes to Council's gazetted fees:	November 2015

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