

## **GPC Exam Scores Appeal Procedure**

An appeal procedure is available to any individual or candidate who has applied for GPCI certification and who wishes to contest any adverse decision or proposed action affecting his or her certification status.

A copy of this appeal procedure shall be posted on the GPCI website.

Any individual who does not file a request for an appeal within the required time limits shall waive the right to appeal.

### **Steps of the Appeal**

#### **Step I:**

An individual must submit a request for an appeal via email to [info@grantcredential.org](mailto:info@grantcredential.org). This appeal request must be submitted within thirty (30) calendar days following the date on which the adverse decision was emailed to the appellant.

#### **Step II:**

Upon receipt of the request for appeal, the GPCI Board has ninety (90) business days to verify the exam scores or other action which may affect the certification status of the individual appealing the decision. Verification will commence only after any costs have been agreed to and paid by the appellant.

##### **Verification:**

Multiple choice questions will be reassessed by Kryterion.

*(There is no cost associated with this process)*

Essay responses will be reassessed by three (3) Board members.

*(There is no cost associated with this process)*

This reassessment will yield a result of “Score Verified” or “Score Amendment Required.”

#### **Step III:**

The results of the verification process must be brought before a quorum of the GPCI Board. A designee of the Board will present any results from Kryterion and any discussions from the essay reassessment.

If the results of the score verification process are “Score Verified,” the Board must vote to confirm the original score.

If the results of the score verification are “Score Amendment Required,” a designee of the Board who participated in the verification process will submit the amendment recommendations. The Board will vote to amend the score in accordance with the verification process results or the Board can request additional information from the appellant.

Step IV:

If the decision is “Score Verified,” the GPCI Board will notify the appellant via email and the appeal process ends.

If the decision is “Score Amendment Required,” the GPCI Board will notify the appellant of the new results voted on by the Board and the appeal process ends.

In some cases, the Board may require additional information from the appellant.

***If additional information is requested by the Board, move to Step V through Step VIII.***

Step V:

If additional information is required, the Board will notify the appellant via email.

Step VI:

Appellant must submit additional information within thirty (30) calendar days of the sent date of the request.

Step VII:

When additional information is submitted, a quorum of the Board must convene for a new vote within sixty (60) business days of the receipt of information. The GPCI Board must determine by vote if the original score is confirmed for a “Score Verified” or if there is a “Score Amendment Required.” The Board will vote to amend the score in accordance with the verification process and consideration of the additional information submitted.

Step VIII:

If the decision for the original score is “Score Verified,” the GPCI Board will notify the appellant via email and the appeal process ends.

If the decision is “Score Amendment Required,” the GPCI Board will notify the appellant of the new results voted on by the Board and the appeal process ends.

## **Score Verification Session/Test Review Process and Policy**

A score verification session is an opportunity for examinees to identify scoring errors that might result in a passing score. Examinees are not provided the correct answer to the items answered incorrectly nor will information be given on the number of correct responses needed to achieve the performance standard. Normally, test reviews are not offered at all computer-based testing sites; regional sites are set up to minimize item exposure and test site staff training.

Score verifications are by appointment only and examinees must request a score verification session, usually through the testing office. The window to request a score verification session is 30 days after the release of test results. The score verification session should be completed no less than 31 days and no more than 45-60 days after the test date. This provides a two week to a month window for score verification sessions after a specific test date. Typically, an examinee requesting ADA accommodations for the score verification session are allowed the accommodations granted for the test session.

During the score verification session, the examinee is presented with the items answered incorrectly and that examinee's response to each item. Correct answers are not shown. Some testing agencies base session length on the number of items answered incorrectly; around two minutes per item. If an examinee missed 25 items, the score verification session is 50 minutes. During the 50 minutes, the examinee can spend as little or as much time as they want on any one item. If an examinee requests to review the essay, a clean copy will be provided with no scorers marks. Scores assigned by each rater will be provided, including the referee score if one was needed.

For the multiple choice items, an examinee may request a score review or challenge the scoring of an item by meeting two criteria. First, the examinee must write their score challenge in English in clearly stated and complete sentences. Second, the examinee must address all of the answer choices and explain in detail why their answer choice is correct and the other answer choices are incorrect. The examinee may also state that there is no correct response or multiple correct responses. These positions must also be supported by addressing each answer option.

Review process originally approved August 2, 2012 and combined with Exam Scores Appeal Procedure March 2, 2017.