

GPC Exam Scores Verification Appeal Process

An appeal procedure is available to any individual or candidate who has applied for GPCI certification, did not pass the examination and who wishes to contest the exam scores.

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 with confirmation receipt to info@grantcredential.org or by certified mail with return receipt to GPCI Examination Administration Subcommittee, 10881 Lowell Ave, Suite 190, Overland Park, KS 66210. 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) calendar days to verify the exam scores or other action which may affect the certification status of the individual appealing the decision. The appeals form and appropriate fee of twenty-five dollars (\$25.00) must be sent to GPCI by a form of delivery that requires a return receipt to GPCI Examination Administration Subcommittee, 10881 Lowell Ave, Suite 190, Overland Park, KS 66210.

Verification:

- Multiple choice questions will be reassessed by GPCI's psychometrician and Kryterion staff.
- Essay responses will be reassessed by three (3) Board members.
- 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 the psychometrician and 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.

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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) calendar 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.

GPC Examination Outcome Appeals Form

GPCI will review appeals of adverse certification decision from exam candidates. An adverse decision may be appealed for the following reasons: (1) alleged inappropriate examination administration procedures, and (2) environmental testing conditions severe enough to cause a major disruption of the examination process and/or other irregularities. Any examination outcome appeal should be as specific as possible, detailing the basis for the appeal. ***All Examination Outcome Appeals must be submitted to GPCI within 30 calendar days following the date that the examination results were disseminated.*** GPCI will not review appeals related to (1) the determination of the passing score, (2) the examination or other measurement tool or individual test items, or (3) test content validity.

Candidate's Identifying Information

_____	_____
First and Last Name	Date (Effective Date)

Address	

City, State ZIP	
_____	_____
Email	Phone
_____	_____
Exam Date	Testing Location

Reason for Appeal

Please explain your reason(s) for the appeal. You may attach additional sheets as necessary.

Appeal requests are generally more effective if they include:

1. A reason for the appeal, and
2. Additional documentation where applicable

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The appeals form, documentation and appropriate fee of twenty-five dollars (\$25.00) must be sent to GPCI by a form of delivery that requires a return receipt to GPCI Examination Administration Subcommittee, 10881 Lowell Ave, Suite 190, Overland Park, KS 66210.

Email: info@grantcredentials.org

Fax: (913) 788-3398

By signing below, I attest that the information provided in this document is true and accurate.

Signature

Date (Effective Date)

Printed Name

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