



Examination Review & Grade Appeal Process

Candidates are given an opportunity to review failed examinations free of charge. The reviews generally take place two to three weeks after the examination results are mailed. Reviews are only held at the Committee's exam centres in Calgary, Toronto and Vancouver. A notice providing the time, date and location of the session will be sent with the exam results. There will be no alternative review dates if you cannot attend on the date specified in the notice. You must send a request in writing to Christine Mayer, examination co-coordinator (cmayer@flsc.ca) if you wish to attend the review session.

There are no examiners at these review sessions. They are organized to give you the opportunity to review your exam together with the examiner's reasons for failure. All examiners reread failed exams twice before assigning a failing grade.

A copy of the NCA's letter and the examiner's reasons for failure are the only materials allowed into the exam room. Personal items (nap sacks, bags, tools for writing, etc.) may be taken to the review room but you will be instructed to deposit these belongings outside the room prior to entry.

If there are any concerns after reviewing your exam(s), you may request that your examination (s) be re-evaluated under the following guidelines:

Grade Appeal Process

Candidates are entitled to apply to appeal the result of their examination(s) only where there are reasonable and compelling grounds to believe that the grade assigned was the result of a significant error or injustice.

- The candidate must write a letter setting out the grounds for appeal (i.e. the specific facts and/or evidence showing that a significant error has occurred in assigning the candidate's grade). Any supporting documentation or evidence should be appended to the letter.
- **The onus is on the candidate to provide specific facts and/or evidence regarding the significant error or injustice;**
 - a significant error in the application of the grading criteria (e.g. the instructor's failure memo refers to a point and the candidate addressed the point but did not receive credit).
- Not all errors are sufficient to merit a review. **It is not sufficient to state only that:**
 - a significant error has occurred;
 - the examiner has not fully justified the grade to the candidate's satisfaction; or
 - the candidate does not understand or is not satisfied with how the grade was determined.
- Grounds which are extraneous to the fairness of the evaluation itself are not relevant in this process and should not be included in the candidate's application. These include:
 - the candidate is on the margin and deserves or needs the additional marks; or
 - for reasons of personal or financial hardship.

A fee of \$250 per exam appeal fee is required. Please complete the enclosed form and return by email, fax or mail to the attention of Christine Mayer at the offices of the National Committee on Accreditation.



The candidate's letter and exam booklets will be sent to another examiner for re-evaluation and further comments. This process can take approximately 2-4 weeks. In submitting an application, the candidate should bear in mind that the application may be sent to the original examiner for his or her response, if appropriate.

Schedule of Review Sessions for January 2010 NCA Examinations

Date	Monday, May 10, 2010	Monday, May 10, 2010	Monday, May 10, 2010
Location:	Toronto: Law Society of Upper Canada 130 Queen St. W Upper/Lower Barristers' Lounge	Calgary: Law Society of Alberta 500, 919-11th Ave. SW	Vancouver: Law Society of British Columbia 845 Cambie Street 2nd Floor
Time:	1:00 p.m. to 4:00 p.m.	9:00 a.m. to 12:00 p.m.	9:00 a.m. to 12:00 p.m.



Examination Grade Appeal Form

Requests must reach the NCA within 3 weeks from the date of the review session.

Section 1: Candidate Information (Please print)

NCA file N^o: _____

Name: _____
Surname/Family Name First Name

Tel: _____ Email: _____

Section 2: Examinations. Please indicate which exams are to be re-evaluated

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Criminal Law & Procedure | <input type="checkbox"/> Property |
| <input type="checkbox"/> Civil Procedure | <input type="checkbox"/> Evidence | <input type="checkbox"/> Remedies |
| <input type="checkbox"/> Commercial Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Constitutional Law | <input type="checkbox"/> Foundations of Law | <input type="checkbox"/> Torts |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Professional Responsibility | <input type="checkbox"/> Trusts |
| <input type="checkbox"/> Corporate Law | | |

In a separate letter, please explain the basis for making this request, as described in the Grade Appeal Process (enclosed). Your explanation will be provided to the examiner as a guide.

Section 3: Method of Payment. Please calculate the Appeal Process fees that are applicable.

FEES: Number of Examinations _____ X \$250 per exam = \$ _____
(This amount includes all applicable taxes)

- Payment is by certified cheque drawn on a Canadian account, Money Order or Bank Draft made payable to the Federation of Law Societies of Canada, OR
- Payment is by credit card issued by a Canadian bank. VISA MasterCard

Name on Card: _____

Card Number: _____ EXP. (MM/YY): _____

I, the designated cardholder of the above listed credit card, authorize the Federation of Law Societies of Canada to charge the above listed amount to the specified credit card.

Cardholder's Signature: _____

Revised: April 2010