



MEMBERSHIP QUALIFICATION EXAMINATION APPEAL PROCESS POLICY

THAT:

1. Appeals will be accepted only in relation to a request for review of a failing grade.
2. Appeals will be dealt with by the Board of Examiners.
3. Request for an appeal must be made in writing and sent with the appropriate fee to The Canadian Institute of Chartered Business Valuators no later than the closing date for all exam appeals. This date will be indicated in the communication issued to the candidate regarding his/her MQE results.
4. The candidate's MQE exam response will not be made available to the appellant.

5. **The Appeal Process**

Fee: The amount of the appeal fee will be determined by the Board of Directors from time to time.

The Appeal process is limited to consideration of the MQE answer booklets originally submitted to:

- a. Ensure that the complete exam response submitted by the candidate was received for marking;
 - b. Ensure that all questions were marked;
 - c. Re-mark and confirm the marks awarded and the final tally;
 - d. Give broad indicators of where marks were lost;
6. The Candidate will be advised if they passed or failed. If a failing grade is confirmed, they will be given a broad indication of where marks were lost.

7. The fee for Appeals is to be paid to The Canadian Institute of Chartered Business Valuators. The full fee will be refunded if the Appeal process results in a passing grade.
8. The result of the Appeal process is final.

Board of Directors
November 30, 2017