



APPEALS PROCEDURE ARTP Professional Examinations

Appeals Procedure for candidates who wish to appeal against the decision of a Section or Sections of the ARTP Professional Examinations.

If you feel that you have been unfairly graded or assessed during any part of your assessment process you have the right to appeal against the decision. This decision however should not be taken lightly and you should be clear on your reasons before you proceed. You are advised to discuss your appeal with your Work Based Supervisor before you submit your appeal, but this is not a mandatory requirement. The following guidelines will ensure that the Appeals Board is able to review your appeal on its individual merits.

Candidate Instructions:

1. If you wish to appeal against a decision made on a section or sections of your assessment, you should apply in writing to the **Appeals Board, ARTP Education, care of the ARTP Administrator** as quickly as possible following confirmation of your results. This appeal must be received within **two weeks** following publication of your results.
2. You should **state clearly**:
 - a. What specific grievance you have
 - b. Details confirming your appeal
 - c. Any specific personnel concerned & any dates or times concerned
 - d. Any other relevant information which would support your appeal
3. **A standard letter** confirming receipt of your appeal will be sent within two weeks of receipt of your letter from the ARTP Administrator.
4. Your appeal will be considered by a panel of **Appeals Committee Members** which will include: one or two Executive or Education Committee members, who are not directly involved with the individual appeal case and one or two people who are not currently involved with ARTP committees, but have knowledge in either Respiratory Medicine/Physiology & /or Assessment processes. (At least one member from each representation group should be involved).
5. The examination paper work will be reviewed by a different assessor and re-evaluated following the standard assessment format. As this is an observed assessment the appeal's assessor may contact the candidate and the assessor to discuss the case. A non-member of the Education or Executive Committees will verify the re-marked results.
6. A **formal reply** with the decision on your appeal will be sent within 8 weeks of receipt of your appeal letter.
7. **A Report** will be forwarded to the candidate, and copied to the Work Based Supervisor, which will give full details of the Appeal Board's decision and how it was reached.