

APPENDIX D

PROCESS FOR APPEAL OF A FAILED WRITTEN AND/OR PRACTICAL EXAMINATION

1. The following procedures will be followed in handling an appeal of a failed Institute examination with the exception of the Coating Inspector Level 3 examination.
 - 1.1 To appeal, the applicant must submit a written appeal to the Institute's Executive Director stating the basis of the appeal and providing all information the appellant wishes considered. The appeal must be delivered to the NACE International Institute Headquarters within sixty (60) days of the postmark date of the failure notification.
 - 1.2 The CMOC Chair shall appoint an appeal panel of three (3) members. At least one (1) member of the panel shall be a voting member of CMOC and at least two (2) members shall have passed an Institute examination in the same technology area at the same or higher level as the examination that is being appealed. The appeal panel may contact the appellant, the proctor, or support staff to gather additional information.
 - 1.3 A two-thirds (2/3) vote of the appeal panel shall be required to sustain the appeal. Should the appeal be sustained, the applicant shall be allowed to retake the examination at no charge. Travel and any other expenses shall be the responsibility of the candidate.
 - 1.3.1 The only basis for sustaining an appeal is that (a) material deviations from stated procedures occurred when the appellant took the examination and that the panel concludes that the deviations resulted directly in the failing grade; or (b) granting partial credit for work shown results in a passing grade. Material deviations may include, but are not limited to, the following example: the examination period is short of the official examination period allowed by Institute examination procedures for that certification.
 - 1.3.2 An appeal may not be sustained based on an appellant's disagreement with the content of the examination.
 - 1.4 Should the appeal be denied, the decision of the appeal panel may be appealed to the CMOC, where a two-thirds (2/3) vote shall be required to overturn the decision of the appeal panel. The appeal must be delivered to the NACE International Institute Headquarters within sixty (60) days of the postmark date of the written notification of the appeal panel's decision.
 - 1.4.1 The only basis for overturning the decision of the appeal panel shall be that material deviations from stated procedures occurred when the appeal panel performed its deliberations.
- 1.5 Confidentiality shall be exercised; however, the appellant shall be advised prior to any appeal that confidentiality cannot be absolutely guaranteed. The appellant must agree that in making the appeal, confidentiality is waived and he/she will hold NACE International (or the organization providing support staff to the Institute) and the Institute and any persons involved harmless for any loss of confidentiality that may occur during the appeal process.