

Reporting an Extenuating Circumstance

A key element of CETP Exams Appeal Process

The basis of CETP Exams Appeal process rests on the occurrence of extenuating circumstances that significantly impaired the exam candidate's performance on the day of the exam.

Exam candidates who complete the exam sitting in spite of experiencing unexpected ill health, a personal emergency, or believe there were administrative issues that significantly impaired their performance may be eligible to request an appeal should they fail the exam. To be eligible to request an appeal in case of exam failure, an exam candidate must:

- Report the extenuating circumstance that significantly impaired their performance on the day of the exam within fourteen (14) calendar days of the exam.
- Provide a complete description of the extenuating circumstance in the text box below
- Submit supporting documentation
- **Should an exam candidate who has reported an extenuating circumstance successfully pass the exam, no further action is required.**

Extenuating circumstances include, but not limited to one of the following:

- Unexpected, urgent or emergency medical circumstances (i.e. fainting, injury, escalation of a pre-existing illness, etc.).
- Unexpected family and/or personal situation (i.e. death of a loved one, accident)
- Escalation of anxiety / mental health issue (i.e. panic attack).
- Administrative, technological or exam delivery irregularity that have been reported to the invigilator/proctor on the day of the exam (i.e. failure of technology, issues that occur at an exam centre).
- Other extenuating circumstances where supporting documentation is provided.

Name:	Exam Date:
Email:	Telephone:

Describe extenuating circumstance that occurred on the day of the exam below

Signature and Consent

- ✓ I have reviewed and understand the [CETP Exams Appeal policy and procedures](#).
- ✓ I hereby certify that the description of the extenuating circumstance reported is accurate.
- ✓ I understand that in the event of an exam failure, there will be a comprehensive review of the extenuating circumstance and supporting documentation by the CETP Exams Appeal Committee.
- ✓ I understand that the CETP Exams-AUD/SLP is a regulatory requirement and that information relative to all aspects of the exam process will be shared with regulatory bodies.

Signature:	Date:
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