

## EXAMINATION ENQUIRY AND APPEAL PROCESS

EBR enquiries and appeals procedures for the EDiR CORE section.  
This information guide is for candidates seeking to initiate an enquiry or an appeal.

Please note that the enquiry or appeal procedure can only be requested for the **CORE section** of the examination. The Multiple Response Questions section and the Short Cases section are fully automatically scored, with the exception of the free text questions which are also reviewed by an examiner. As a result, there is no possibility of a dispute for these two sections. It is essential to note on the request form which case in the CORE section you are requesting to enquire or appeal and why.

For security reasons, **the examination content is not available for review to candidates.**

### 1. Enquiry on results

Candidates who do not pass the examination may request an administrative review of the CORE section at no additional cost and will receive a written response from the office within two weeks. The review involves a comprehensive administrative re-check by the EBR staff to verify the accuracy of the marks and scoring for a specific case or question. At this stage, your work will not be remarked.

#### Grounds for application

The request for enquiry must outline the grounds.

Candidates cannot base their request for review on the grounds of:

- Lack of candidates' awareness of exam regulations and procedures.
- Technical issues that were not communicated to the EBR staff or EDiR supervisor on the exam day.
- Mitigating circumstances (such as illness, personal issues) that affect performance and have not been reported to the office or supervisor prior to the start of the examination.

Reviews will be considered if they claim impropriety or bias of some kind in the organisation, content, conduct or determination of the examination result. The applicant bears the burden of why their performance was affected by impropriety or bias. The following are some examples of incidents that could occur, and may affect performance in the areas mentioned above:

- a. Conduct, e.g., prior to or during the exam process the examiner asked personal questions about candidate's age, gender, origins, beliefs, disabilities, workplace or experience which affected the candidate's performance or final outcome.
- b. Determination of the result, e.g., there is reason to believe that there has been a technical or procedural failure in the issuing of examination marks.

The above list gives some examples of situations that may form the basis of a request for a review; it is not intended to be a complete list.

### Procedure

Candidates are required to request an enquiry of examination results (this only applies to the CORE section) within 7 working days of the examination results becoming available. Enquiry of examination results or evidence submitted outside this timeframe will not be accepted unless there is a sufficient reason for delay, which will be evaluated on a case-by case basis by the office.

To request an examination review candidates must complete the [Enquiry of examination results form](#) and submit it via email to [diploma@myebr.org](mailto:diploma@myebr.org).

### Communication of results

The EBR will provide a written response within two weeks of receipt of a formal request for review of examination results.

If candidates are not satisfied with the outcome of the result enquiry process, they are entitled to request a formal appeal against their result (see further below). This appeal has to be requested within 10 working days after receiving the review outcome.

## **2. Appeal of examination results**

Candidates who do not pass the exam may request an appeal of part or all of the CORE section of the exam. There is an administrative fee of 100€ for the appeal process. If an appeal leads to a change in the score and final result of the candidate, the appeals fee will be refunded in full.

An appeal entails a content-related reconsideration by an EBR examiner.

### Grounds for application

An appeal for reconsideration must outline the grounds.

Review request cannot be based on the following grounds:

- Lack of candidate awareness of exam regulations and procedures.
- Technical issues that were not communicated to the EBR staff or EDiR supervisor on the exam day.
- Mitigating circumstances (such as illness, personal issues) that affect performance and have not been reported to the office or supervisor prior to the start of the examination.

However, an exception will be made if a candidate has reasons to believe that:

- a. There may have been an error in the collation of marks e.g., the examiner(s) rejected a correct answer.
- b. Malpractice in the marking of the examination may have occurred.

**Procedure**

Candidates must submit their request for appeal (this only applies to the CORE section) within 10 working days of the examination results becoming available or within 10 working days of the results of a review request becoming available. An appeal for reconsideration of examination results or evidence submitted outside this timeframe will not be accepted unless there is a sufficient reason for delay, which will be evaluated on a case-by case basis by the EDiR Scientific Director and an EDiR committee chair.

To file an appeal, candidates must fill out an [Appeal of examination result form](#) and to send it via email to [diploma@myebr.org](mailto:diploma@myebr.org) along with proof of payment (100€). If the appeal is successful, the fee will be fully refunded.

**Communication of results**

The EBR will provide a written response to conclude this procedure within four weeks of receipt of a formal appeal of examination results.

