



## **Appeal Procedure Following Failure of an Examination**

A candidate to the American Board of Forensic Odontology, Inc. (ABFO) who has not successfully passed an examination given by the Certification and Examining Committee to qualify to be awarded Diplomate status may file a written notice of appeal to the President of the ABFO within twenty (20) days of notification of failure. The notice of appeal shall state why, as a candidate, he or she thinks that he or she was unfairly evaluated and the specific ground for appeal.

1. The President shall send a copy of the candidate's notice of appeal to each member of the Board of Directors. Each Board member will reply in writing within twenty (20) days of receipt of the notice of appeal.
2. The Board may seek input from the Certification and Examination Committee. Each Board member shall indicate his or her approval or disapproval of the grounds cited in the appeal.
3. A favorable simple majority vote by the Board of Directors on the candidate's previous denial of a passing grade by the Certification and Examination Committee shall constitute a reversal of this decision.
4. In the event a simple majority of the Board upholds the decision of the Certification and Examination Committee and denies the appeal, the candidate may ask for a formal hearing at the next annual meeting of the Board of Directors. The decision of a simple majority of the Board at that meeting will be final.
5. A candidate that has failed the examination and/or is unsuccessful in the appeals process may apply to the Board for re-examination. This application for re-examination must be accompanied by payment of the re-examination fee.
6. A passing grade must be achieved in all aspects of the examination. . Part I of the examination must be passed prior to being eligible to attempt Parts II-A, II-B and III. If certain sections of Part I are not passed, then these sections can be retaken separately up to a maximum of two retakes. If the practical portion (Parts II-A, II-B, and III) of the examination are to be re-taken, the written portion (Part I) does not have to be retaken. Parts II-A, II-B and III are 'stand-alone' exams but, must be completed in the appropriate time frame. The practical portion of the examination can be taken up to a maximum of two retakes.