



United Council for Neurologic Subspecialties Policy Concerning Appeals of Certification Exam Decisions

1. Introduction. Candidates who disagree with a negative determination on a certification examination may appeal to the United Council for Neurologic Subspecialties (UCNS) Board of Directors in accordance with this policy.

2. Definitions.

- “Candidate” means an individual who has completed a UCNS certification examination.
- “Invalidated examination” means an individual examination score that, because of the test site problems or other administrative problems, has been invalidated by the UCNS Board of Directors. An invalidated examination is not a failed examination.
- “Negative determination” means a failing grade on a certification examination.

3. Notice of appeal. A candidate may submit a written notice of appeal concerning a negative determination based on the belief that the examination was not properly administered at the examination site (e.g., whether unanticipated environmental problems at the examination site interfered excessively with the candidate’s ability to focus on the examination).

- a. The notice of appeal must be delivered to the UCNS within thirty calendar days after the candidate has been notified of a negative determination.
- b. The notice of appeal must include a non-refundable \$200 filing fee (check payable to the United Council for Neurologic Subspecialties).
- c. The preferred format of the documentation is a detailed letter explaining the basis of the appeal with supporting documentation that supports any statements or allegations in the letter.

4. Submission to the UCNS Board of Directors. When the UCNS Executive Director receives the notice of appeal, filing fee, and any supporting documentation, the Executive Director shall promptly submit the appeal documents to the UCNS Board of Directors

5. Policy. The UCNS Board of Directors will apply the following criteria to any appeal:

- a. The Board of Directors will only consider whether the examination was properly administered at the examination site (e.g., whether unanticipated environmental

problems at the examination site interfered excessively with the candidate's ability to focus on the examination).

- b. The Board of Directors will not consider challenges to individual questions and answers within the examination.
- c. The Board may allow a manual scoring of the examination if the candidate alleges that the digital scoring may be inaccurate.
- d. If the Board determines that the examination was not properly administered at the examination site, the Board will declare the individual score to be an "invalidated examination score," and reschedule the candidate to sit for the next available examination (without paying the reexamination fee).

6. Decision by the UCNS Board of Directors. The chair of the UCNS Board of Directors shall determine whether to convene the Board for a formal meeting (in person or by telephone conference) or to rule on the appeal by an e-mail vote. The Board shall act on the appeal within sixty calendar days after the candidate has properly submitted the notice of appeal and filing fee. The Board's determination is final.

7. Service of the Board decision. The UCNS Executive Director shall promptly serve the Board's decision by certified or registered mail to the candidate.

8. Record of the appeal. The UCNS Executive Director shall retain all documents related to the appeal for five years. The Executive Director may provide a copy of the record to the candidate, if requested, at no charge.

Board Approved: April 2008