AOBOO-HNS APPEAL POLICY

The American Osteopathic Board of Ophthalmology and Otolaryngology-Head and Neck Surgery (AOBOO-HNS) is committed to assuring that aggrieved candidates for certification have access to an appeal process concerning certification examinations. In accordance with the policies of the American Osteopathic Association (AOA), candidates for certification may appeal decisions of the AOBOO-HNS to the AOA's Bureau of Osteopathic Specialists (BOS). Thereafter, where necessary, candidates may appeal the decision of the BOS to the Board of Trustees. **BEFORE PURSUING AN APPEAL WITHIN THE AOA, CANDIDATES SHALL APPEAL DECISIONS TO THE AOBOO-HNS RELATED TO CERTIFICATION EXAMINATIONS IN ACCORDANCE WITH THE FOLLOWING POLICY.**

APPEAL POLICY

FOR EXAMINATIONS IN:
Ophthalmology
Otolaryngology
Otolaryngology/Facial Plastic Surgery
Otolaryngic Allergy

I. Scope of Appeal
   A. Appealable Issues. Candidates may appeal to the AOBOO-HNS to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice of a member of an examination team or failure to follow established examination procedures).
   B. Non-Appealable Issues. The AOBOO-HNS will not consider appeals based on examination content, sufficiency or accuracy of answers given to examination questions, scoring of the examination, scoring of answers to individual questions, and/or the determination of the minimum passing score.

II. Procedure for Appeal
   A. Appeal Request Form. In order to appeal concerning the examination, a candidate must set forth the basis for his/her appeal on an Appeal Request Form and submit the Form to a member of the examination team. Appeal Request Forms will be provided to all certification candidates prior to the commencement of the examination. Additional copies of the Appeal Request Form will be available upon request to the examination team. The appellant must submit the completed Appeal Request Form to the examination team within **two hours** after he/she has completed the examination.
   B. Late Appeals. All appeals submitted after the two-hour deadline for submission of the Appeal Request Form will be denied.
   C. Evaluation of Appeal. Each appeal submitted on an Appeal Request Form

within two hours of completion of the examination will be considered by the AOBOO-HNS Appeal Committee. A majority vote of the Committee will determine whether the AOBOO-HNS accepts or denies the appeal.

D. Notification of Candidates. Candidates will be advised by the AOBOO-HNS of the Appeal Committee's decision by certified mail.

III. Effect of Decision

A. Decision to Accept Appeal.

1. No Scoring or Recording of Examination. If the Appeal Committee accepts an appeal, then the candidate's examination will not be scored or recorded.
2. Right to Retake Examination. A candidate whose appeal is accepted shall have the right to a new examination at the next scheduled examination date at no additional application or examination fee. (All other fees incurred are the responsibility of the candidate.) At that time, the examination will be conducted by a different examination team **OR IN A MANNER THAT IS DETERMINED BY THE BOARD TO ADDRESS THE ISSUES RAISED IN THE APPEAL REQUEST.** Retake examinations will be conducted in accordance with the format for the current examination.
3. Failure to Retake Examination. If for any reason the candidate elects NOT to retake the examination at the next scheduled date, his/her appeal shall be considered null and void, and the candidate will be required to reapply for the certification examination and his/her application shall be considered in accordance with the criteria in effect at the time he/she submits the new application. Exceptions (for good cause) to this stipulation will be considered on an individual basis by the Executive Committee.
4. Further Appeals.
   a. Current Examination. The candidate whose appeal is accepted shall *not* have the right to alter the original appeal of the current examination results, either within the AOBOO-HNS or to the AOA.
   b. Subsequent Examination. The candidate whose appeal is accepted shall *not* have the right to appeal the next scheduled examination to the AOBOO-HNS under this Policy. However, the candidate shall have the right to appeal to the AOA.

B. Decision to Deny Appeal. If an appeal is denied by the AOBOO-HNS Appeals Committee, the candidate shall have the right to appeal to the AOA. Candidates interested in appealing to the AOA should contact the American Osteopathic Association, Department of Education, Division of Certification, 142 East Ontario Street, Chicago, IL 60611.