



FIRST NOTICE OF APPEAL – LEVEL ONE

Your First Notice of Appeal must be filed at exams@oebc.ca within twenty-five days of receiving your exam results, along with the applicable fees. [OEBC's Appeals Policy](#) sets out procedures for any issues involving the examinations conducted by the OEBC and the processes concerning the application and/or taking of the examination and requests for a policy exception.

Please note that a full item review is conducted after an exam and only those items meeting psychometric standards are included in the scoring. Furthermore, the Incident Reports filed during the exam are carefully considered by a panel of optometrists and, if appropriate, acted upon during the scoring process, resulting in the pass/fail status communicated to candidates. As a result, "Pass the Exam" is generally not a potential appeal outcome in our experience.

Instructions

In Section 1 — Provide your contact information, identify the decision(s) being appealed and the remedy or remedies that you are seeking. Please provide the total number of pages, including attachments, as the entire set of documents are part of your First Notice of Appeal.

Section 2 — List the grounds for appeal by issue as follows,

Issue – list the key element, i.e., registration, time interruption, mechanical malfunction, standardized patient, examiner, computer issue, and something specific (i.e., time interrupted due to fire alarm). There is no limit regarding the number of issues you may list. However, we ask that you list each issue separately.

Description of the Issue – In your own words, describe what happened.

Grounds for the appeal – A statement setting out the grounds of your appeal (e.g., medical, compassionate, financial, policy not followed, etc.). A "ground" is a legal term that means the reason for the appeal. Please describe how the issue impacted your performance or evaluation of the exam. Initiating an appeal simply because you are unhappy with the outcome will not be successful. You must have a reasonable ground to support the issue that you have appealed.

If you provide documentary evidence to support a specific issue, please reference it under the relevant topic and attach it to your First Notice of Appeal.

Section 3 — Provide general commentary if desired.

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OEBC		Candidate	
Submitted to	Chief Executive Officer	Name	
email	exams@oebc.ca	Email	
Address	Optometry Examining Board of Canada (OEBC) 37 Sandiford Drive, Suite 403 Stouffville, Ontario L4A 3Z2	Address	
Date Received		Date Submitted	
Date Appeal Fee Received:		Total Pages Submitted¹	

I APPEAL to OEBC the following decision (briefly describe the decision that is the subject of the appeal, i.e., not permitted to register for the exam, failed the exam, accommodation not approved)

related to:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> OSCE | <input type="checkbox"/> Spring Administration
<input type="checkbox"/> Fall Administration | <input type="checkbox"/> Exam
<input type="checkbox"/> Registration
<input type="checkbox"/> Accommodation | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Written Exam | <input type="checkbox"/> Spring Administration
<input type="checkbox"/> Fall Administration | <input type="checkbox"/> Exam
<input type="checkbox"/> Registration
<input type="checkbox"/> Accommodation | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> OTHER (specify) | | | |

I ask that this decision be set aside, and that the following relief be provided as follows:

Set out briefly the outcome that you want OEBC to make, (i.e., provide a credit to a future administration, nullify my attempt, remove an item from scoring).

In the alternative that my requested relief is not provided, I ask that the following relief be made (list options in a priority sequence if there is more than one, i.e., provide an X% credit)

Grounds for Appeal

¹ Including attachments

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The grounds for my appeal are: (For each issue, please start a new section and include where you believe OEBC did not follow the proper procedure in arriving at its decision or if you are seeking an exception to the policy)

Issue 1 –

Description of the Issue

Grounds for Appeal

Issue 2 –

Description of the Issue

Grounds for Appeal

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Issue 3 –

Description of the Issue

Grounds for Appeal

Additional Comments