

SECOND NOTICE OF APPEAL – LEVEL TWO

Your Second Notice of Appeal must be filed at exams@oebc.ca within ten (10) days of receiving OEBC's Decision and Reasons letter regarding your Level 1 Appeal or Application for Policy Exception, 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.

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 Second Notice of Appeal.

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

Issue – list matters set out in the Decision and Reasons letter you received that you are appealing. 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., an error, breached or failed to apply a policy, based the decision on erroneous or incomplete information, failed to consider submitted information, 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 Second Notice of Appeal.

Section 3 — Provide general commentary if desired.

Note: OEBC sends submissions to the panel and the candidate as follows:

- Your First Notice of Appeal to CEO or your Application for a Policy Exception
- The decisions of the CEO and the reasons therefor
- Your Second Notice of Appeal
- The submission(s) of the CEO
- The response, if any, of the Candidate

So, you do not need to submit materials previously submitted.

SECOND NOTICE OF APPEAL

Within ten (10) days of the CEO issuing the decision and reasons, a candidate may appeal that Level 1 Appeal decision by submitting a completed *Second Notice of Appeal* form and the required fee. [OEBC's Appeals Policy](#) sets out procedures regarding the Level 2 Appeal.

OEBC		Candidate	
Submitted to	Level 2 Appeal Chair	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 the Level 1 Appeal decision dated

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 towards 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

The grounds for my appeal are: (For each issue, please start a new section) **Issue 1 –**

Description of the Issue

Grounds for Appeal

Issue 2 –

Description of the Issue

Grounds for Appeal

Issue 3 –

Description of the Issue

Grounds for Appeal

Additional Comments