

Candidates must read the following instructions carefully before completing this form.

Instructions

Candidates may appeal the administration of an exam if they believe an irregularity occurred that may have affected their ability to successfully complete the exam.

To submit an appeal:

- Complete and email this form to lpnstudentservices@clha.com **Attention: EXAMS**, within **five business days of receiving your official exam results**.
- Submit **one appeal form only**; multiple submissions from the same candidate will not be considered.
- Include all required information. Incomplete forms will be returned.

The appeal will be reviewed by an independent person or committee appointed by the CLHA within five business days of receiving the completed appeal request. The CLHA will notify the candidate of the appeal decision by email.

All appeal decisions are final.

What Cannot Be Appealed

An appeal cannot be made for:

- a missed exam or “no show,” including missing an exam because of confusion about the scheduled time;
- failing to review the Meazure Learning email confirming the exam date, location, and time;
- failing to use the original booking platform to reschedule the exam if needed;
- being unable to take the exam because acceptable identification was not provided;
- failing to complete all exam attempts within the one-year timeframe;
- test-related anxiety; or
- failing to test the required equipment using the “Test-it-out” feature on the Meazure Learning platform before the exam, as required.

Exam Score Verification

Exam results cannot be appealed using this form.

If a candidate would like Meazure Learning to verify their exam score, the candidate must contact lpnstudentservices@clha.com **Attention: EXAMS**. A fee is required for score verification.

CPNRE ADMINISTRATION PROCESS APPEAL FORM

Candidate Information

Full Name:

Registration Number:

Date of Birth:

Date of Exam being appealed:

Reason for Appeal

The candidate must briefly describe the irregularity in the exam administration process and how it may have affected their ability to successfully complete the exam.

Signature:

Date: