



Examination Outcome Appeals Form

IBLCE® will review appeals of adverse certification decisions from exam candidates. An adverse decision may ONLY be appealed for the following reasons: (1) alleged inappropriate examination administration procedures, and (2) environmental testing conditions severe enough to cause a major disruption of the examination process and/or other irregularities. Any examination outcome appeal should be as specific as possible, detailing the basis for the appeal.

All Examination Outcome Appeals must be submitted to IBLCE within 30 days following the date that the examination results were disseminated. IBLCE Appeals Committee will not review appeals related to (1) the determination of the passing score, (2) the examination or individual test items or (3) test content validity.

Candidate Name (please print) _____

Candidate ID Number (not L-number)									
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Address _____

Phone Number _____

Email Address (the email in your IBLCE account) _____

Testing Date _____ Date Examination Results Received _____

Testing Site _____

City	State/Province	Country
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Did you notify the test centre of the incident? Yes No

If so, do you have an incident case number?

Did you notify IBLCE of the incident? Yes No

Is this appeal related to test content, items, or validity? Yes No

Is this appeal related to the determination of a passing score? Yes No

Please provide a factual basis for the appeal, with specificity:

Supporting Documentation *(if available)*

Please provide supporting documentation to substantiate your environmental testing conditions. Any supporting documents should be listed in chronological order, please also provide a brief description of each document:

Terms and Conditions: By signing this form, I acknowledge and understand the decision of the IBLCE Appeals Committee is final and confidential. I attest that, to the best of my knowledge and belief, all information in the above form is accurate and complete. I further acknowledge that a favourable appeal results only in the deferral of the examination fees to a future examination arranged with adequate future notice.

Signature

Date

To submit your Appeal to the IBLCE Appeals Committee, please upload your completed appeals form with supporting documentation to the following link.

[Upload and Submit](#)

If you have any questions about the Appeals process, please contact your regional location. Contact information can be found here: <https://iblce.org/contact-2/>