

**The British Occupational Hygiene Society  
Faculty of Occupational Hygiene**

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**Written Examinations Queries / Appeals  
Information for Candidates and Course Providers**

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1. Before they are brought into use, all examination papers are subject to rigorous preparation and quality assurance procedures involving several levels of scrutiny of the paper for completeness, conformance to the syllabus and level of difficulty.
2. It is, however, possible, that these procedures will occasionally fail to detect an ambiguous or misplaced question and in order to maintain a fair system for all candidates, the examination process allows for certain queries and appeals.
3. *Before* the results are released to the candidate, the following may be considered to be valid grounds for the query (by candidates or course providers) of questions within an examination:
  - a. A technical concern about a particular question
  - b. Concern that a question has been incorrectly worded such that it is no longer valid
  - c. Concern that a question is outside the syllabus
4. If the query is upheld, the question will be excluded from the marking for all candidates who took the exam on that date. If the query is rejected, the question will be retained.
5. *After* the results are released to the candidate, no appeals will be considered unless there is good reason to suspect a procedural error (e.g. administrative, numerical, data transcription etc).
6. Appeals will be considered from candidates only.
7. The performance of borderline candidates is automatically reviewed before results are released, therefore any request for re-marking will be confined to checking that no procedural errors have occurred and that the declared result accurately reflects the judgement of the examiners.
8. No appeal will be entertained solely on the grounds that the candidate wishes to challenge the judgement of the examiners.