



BOARD POLICY

Policy name: RIDA Decision Appeals Policy

Short Summary: *Candidates can appeal the decision result from the Entrance Interview in writing to the Registrar, explaining their reasons for the appeal. None of the original Assessors are involved in the appeals process.*

Issue date: April 14, 2025

Revision date: April 7, 2026

Purpose:

To provide candidates with a fair and impartial process to challenge Entrance Interview decisions they believe are unjust or based on errors.

Scope:

Candidates who have received a decision of "Partially Ready" or "Not Ready" from the Entrance Interview.

Procedures:

1. Appeal Submission:

Candidates must submit a written appeal directly to the Registrar within 15 business days of receiving the decision in writing. The appeal must clearly state the grounds for appeal and provide any supporting evidence.

2. Appeal Review:

The Registrar will review the appeal request and determine if it meets the criteria:

- Submitted in writing within the 15-business-day time-frame, AND
- Clearly provides sufficient evidence or arguments in writing as the grounds for appeal, including but not limited to the following:
 - **Procedural Irregularities:** Deviation from Established Procedures: The assessment process did not follow the documented procedures outlined in ARIDO's guidelines.
 - **Bias or Conflict of Interest:** An Assessor displayed bias, prejudice, or had a conflict of interest that was not disclosed and may have unfairly influenced the assessment.
 - **Technical Difficulties during the Virtual Interview:** Significant technical issues or interruptions disrupted the assessment, hindering the candidate's ability to perform.
 - **Errors in Judgement:**
 - The Assessors misinterpreted or misapplied the assessment criteria in evaluating the candidate's performance.

- The Assessors did not adequately consider or give appropriate weight to the evidence presented by the candidate.
 - **Discrimination:** The candidate believes they were discriminated against based on protected characteristics such as race, gender, religion, etc.
 - **Other Grounds:** The candidate provides evidence of a nature that would affect the outcome of the assessment process.
3. **Appeal Committee:**
If the appeal meets the criteria, an independent Appeals Panel of 3 Registered members (trained as Assessors) not involved in the original Entrance Interview will be formed by the Registrar. The Appeals Panel will review the appeal and any relevant documentation (e.g., Candidate's Practice Plan, Assessor feedback and scoring) and document their decision and rationale.
4. **Decision:**
The Appeals Committee will make a final decision within 10 business days of receiving the appeal documentation. The decision will be communicated in writing to the candidate.

Responsibilities:

- **Registrar:**
Receives and processes appeals, appoints the appeals panel, and communicates decisions.
- **RIDA Coordinator (and other staff assigned):**
Will coordinate materials for review, track participation, and ensure compliance with policy requirements.

Communication:

1. **Appeal Process:**
Clear instructions on the appeal process will be provided to all candidates along with their Entrance Interview decision.

Timelines:

- Candidate Submits appeal Request
Within 15 business days of receipt of RIDA decision
- **Acknowledgement of Application/Request:**
Within 5 business days of receipt of appeal request
- **Appeal Review Decision:**
Within 10 business days of acknowledgement of appeal sent to candidate
- **Appeal Committee Meeting:**
Within 20 business days of the appeal review decision (appeal being deemed valid to proceed). Subject to Assessor availability. Must not exceed 60 business days from Appeal Review Decision.
- **Appeal Committee Decision in Writing:**
Within 5 business days of the decision.



Review and Revision:

This policy should be reviewed on a regular basis and again during periodic reviews to ensure effectiveness.

- 1. Annual Review:**

The appeals process and its effectiveness will be reviewed annually.

- 2. Feedback:**

Candidates will be asked to complete an anonymous post-appeals survey. This survey will gather feedback on the appeals process.

- 3. Policy Updates:**

Updates will be made as needed to ensure fairness and efficiency.