



American Board of Psychiatry and Neurology, Inc.

A Member Board of the American Board of Medical Specialties (ABMS)

Appeals

The Board provides applicants appeal procedures for certain negative determinations. Please see the individual Information for Applicant document for a specific examination for more information.

I. Computer-Administered Examination Appeal Procedures

The Board provides applicants appeals procedures for certain negative determinations. Specifically, a candidate may appeal:

- The rejection of credentials for admission to an examination (See procedure 1 below)
- Invalidation of an examination score due to irregular behavior (See procedure 1 below)
- The denial of a request for disability accommodations (See procedure 1 below)
- A failing grade on a computer-administered examination (See procedure 2 below)

1. Appeal Procedure for Rejection of Credentials, Invalidation of Examination Score Due to Irregular Behavior, or Denial of a Request for Disability Accommodations

An applicant may appeal the decision if:

- The applicant submitted a formal application and received a negative determination regarding the application
- The applicant's examination scores are invalidated because of irregular behavior
- The applicant's request for disability accommodations was denied

Such applicants or candidates must submit the following materials to the President and CEO at the Board office:

- Written request for a formal appeal
- Applicable appeal fee (See Fee Schedule)
- Additional written information that supports the appeal

The appeal materials must be sent in a single mailing that is post-marked within 30 days of the date indicated on the letter of negative determination. The materials are sent to the respective Appeals Committee, which reviews the materials, deliberates, and makes a determination. In all events, the Appeals Committee's determination is final and binding on both the Board and the candidate.

If the appeal is granted, the appeal fee will be returned to the candidate.

2. Appeal Procedure for Computer-Administered Examination Compromise in Administration

An examinee who believes there was a compromise in the administration of their examination should report the alleged compromise to the Board office in writing within 72 hours of the alleged incident by sending an email to questions@abpn.org.

Appeals are limited to a review of an alleged compromise in the administration of the examination. Specifically, that the examination was administered in a manner that was atypical or did not meet the Board's guidelines. An appeal does not result in a review of a candidate's performance on an examination.

An appeal will never reverse a negative determination of a computer-administered examination. Rather, a successful appeal will result in the examination being invalidated and the candidate being rescheduled to sit for the examination at the next available administration.

After notifying the ABPN of a compromise in the administration of an examination within 72 hours of sitting for an examination, candidates who wish to appeal the administration of an examination must then submit the following materials to the President and CEO at the Board office in a single mailing post marked within 30 days of the administration of the examination:

- Written request for a formal appeal of the exam administration
- Applicable appeal fee (See Fee Schedule)
- Additional written information in support of the appeal

The materials are sent to the respective Appeals Committee, which reviews the materials, deliberates, and decides. In all events, the Appeals Committee's determination is final and binding on both the Board and the candidate.

If the appeal is granted, the appeal fee will be returned, the score for the examination will be invalidated, and the candidate will be rescheduled to sit for the examination at the next available administration.