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## Challenge of Assessment Results Form

Version: 2023-002  
Last Modified: April 19, 2023

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### INSTRUCTIONS

Please read the [Assessment and Grading Policy](#) before completing this form.

Licensees may use this form to challenge a final course or program grade. All communications regarding the challenge will be sent to the email address listed on the licensee's record.

The Challenge to Assessment Results Form and supporting documents must be submitted to the applicable program contact within 5 business days from the date the grade is posted.

- Specialization Program: [sp@college-ic.ca](mailto:sp@college-ic.ca)
- Practice Management Education: [pme@college-ic.ca](mailto:pme@college-ic.ca)
- Mentoring Program: [mentoring@college-ic.ca](mailto:mentoring@college-ic.ca)

### Licensee Information

Name:

\_\_\_\_\_

Last, First

College ID Number:

\_\_\_\_\_

Please enter "R" or "S" followed by the 6 digits

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

### Course, Program and Assessment Information

Program Name:

\_\_\_\_\_

Course Code:

(if applicable)

\_\_\_\_\_

Title of Assessment:

(if applicable)

\_\_\_\_\_

Instructor Name:

(or designate)

\_\_\_\_\_

Reason for Request  
(please summarize the rationale for your request)

Supporting Documentation  
(please list the supporting documents attached to your request)

**Declaration**

Read the form, including the declaration below, make sure you understand it and, if you agree, sign it. If you do not understand something, get professional advice before signing. By signing the form, you are declaring that the information is correct and understood.

- I confirm that all the information and supporting documentation contained in or provided with this Challenge of Assessment Results Form are accurate and true. I authorize the College to contact individuals to confirm the authenticity of the supporting documentation accompanying this form.

\_\_\_\_\_

Licensee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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**For College Use Only**

- Decision:
- No Change
  - Revised Grade
  - Revised Grade
- Details:

Collection and use of personal information: The personal information on this form will be used to process the licensee’s submitted form. If you have any questions about the collection or use of this information, contact the College at [prep@college-ic.ca](mailto:prep@college-ic.ca).