



Guidance for Appeal – HKIQEP Air/Noise Modelling Professionals Certification Schemes

An Appeal Panel appointed by the HKIQEP General Council handles matters brought forward by candidates who are dissatisfied with their examination results and wish to lodge an appeal. This document outlines the requirements and process for lodging the appeal.

Grounds for Appeal

An appeal will only be considered on one or more of the following grounds:

1. There has been procedural or administrative error(s) during the course of the application or the examination process which has affected the ability of the Qualification Panel to make a reasonable judgement.
2. There were errors in the marking of the candidate's answer sheet.
3. There were extenuating circumstances that occurred during the examination that the Qualification Panel was not aware of.
4. There has been unfair or indifferent treatment during the examination.

Disagreement with the result or passing criteria does not constitute grounds for appeal.

Appeal Procedure

Appeals may be lodged within one (1) month from the date of the results notification letter. HKIQEP will not consider appeals received after the prescribed deadline.

To initiate the appeal process, the Appellant must email the following to the HKIQEP Qualification Panel (certification@hkiqep.org) before the appeal deadline.

- ♦ Appeal request clearly stating the grounds for appeal
- ♦ Supporting documentation that will provide additional information for the Appeal Panel
- ♦ Payment record of the appeal fee – write the Appellant's name and HKIQEP Membership number clearly to avoid delays

The fee for processing an appeal is HK \$1,500. This fee will be refunded if the appeal is successful. Payment should be made to:

Bank: HSBC
Account Name: Hong Kong Institute of Qualified Environmental Professionals
Account #: 853-011534-001
FPS Proxy ID: 121034102



Environmental Integrity & Excellence

Hong Kong Institute of Qualified Environmental Professionals (HKIQEP)
香港合資格環保專業人員學會(香港環專會)

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Review of the Appeal

Upon receipt of the appeal request, an Appeal Panel consisting of three HKIQEP Fellows or Professional Members who were not part of the Invigilation Team for the Appellant's examination room will be formed. Each appeal received will be assigned a unique number for identification purposes. The Appellant's name will not be disclosed.

The Appeal Panel will review the lodged appeal and the examination records. If necessary, additional information or clarification from the Appellant may be sought. In such cases, a timeframe will be indicated in the request. If the requested information is not received by the deadline, it will be presumed that the Appellant does not wish to pursue the appeal further.

The Appeal Panel may recommend to:

1. Accept the Appellant as having passed the Air/Noise Modelling Professionals Certification Examination; or
2. Reject the appeal.

Once the Appeal Panel's recommendation is confirmed by the HKIQEP Governing Council, the Appellant will be informed of the decision by electronic mail. The notification will be issued within 3 months of receipt of the appeal request.

The result of an appeal is FINAL.

HKIQEP is not responsible for any costs incurred by the Appellant for the appeal process.

For enquiries, please email to certification@hkiqep.org.