

## Guideline for Appealing an Unsuccessful Assessment Verification Program or Pre-Entry Assessment Program

This document is intended to outline the processes to be followed if a learner contests the results of their Assessment Verification Period (AVP) or Pre-Entry Assessment Program (PEAP).

### Grounds for Appeal

AVP or PEAP candidates may only appeal an unsatisfactory final evaluation based on procedural grounds, including:

- Significant process error in the assessment verification process that could reasonably cast doubt on the correctness of the final assessment.
- Insufficient assessment and feedback provided during and/or by the end of the AVP or PEAP.

### Appeal Process

#### 1. Candidate Notification of Intention to Appeal

- o Candidate must provide written notification to PGME Registration via email ([pgme.registration@utoronto.ca](mailto:pgme.registration@utoronto.ca)) within **two (2) business days** of being informed of unsuccessful AVP or PEAP.
- o Candidate must receive clear communication that they cannot have any clinical contact beyond the date of notification of unsuccessful AVP or PEAP even if they have put forward an appeal.
- o Important Note – PGME will inform the College of Physicians & Surgeons of Ontario (CPSO) of the unsuccessful PEAP. If a learner submits an intentional to appeal, PGME will inform CPSO of this intention.

#### 2. Program Notification

- o PGME Registration will inform the Program of the learner's intention to appeal.

#### 3. Candidate Appeal Submission of Documentation

- o Within **10 business days** of the initial notification of the intention to appeal the unsuccessful AVP or PEAP decision, the candidate must submit the following to [pgme.registration@utoronto.ca](mailto:pgme.registration@utoronto.ca):
  - i. Grounds for the appeal

- ii. Written reasons for the appeal (i.e. a detailed explanation of the process issues from the candidate's perspective)
- iii. Desired outcome
- iv. Any supporting evidence

#### 4. Program Submission of Documentation

- Upon receipt of the candidate's appeal submission to [pgme.registration@utoronto.ca](mailto:pgme.registration@utoronto.ca), PGME will send the candidate's appeal submission to the Program.
- The Program has ten (10) business days to provide a written response to the candidate's appeal submission. The program must submit the following to [pgme.registration@utoronto.ca](mailto:pgme.registration@utoronto.ca):
  - i. Relevant assessments, including:
    - a. For AVP: signed copy of the final unsuccessful AVP form and all AVP interim detailed assessment forms.
    - b. For PEAP: all PEAP evaluation forms completed at each stage, including the final PEAP form indicating the unsuccessful completion
  - ii. The Program's detailed response to any issues raised in the candidate's written submission
  - iii. Any other relevant documentation
- This response, along with all documentation, will be provided to the candidate by PGME.

#### 5. Candidate's Reply (optional)

- The candidate will be given **5 business days** to review and reply in writing to the Program's submission (via email to [pgme.registration@utoronto.ca](mailto:pgme.registration@utoronto.ca)), if they wish to do so.
- Note that any reply must be no more than 5 pages, typed, double spaced, and must be limited to **new** issues or facts arising from the Program's response, which could not have been anticipated at the time of the candidate's original submission. It is not an opportunity to repeat the same facts or arguments made in the original submission, or to raise issues that could have been included in the original submission. Any pages beyond the maximum of 5 will not be reviewed or considered.

#### 6. Final Review

- Upon receipt of the candidate's reply, or upon expiry of the 5 business days without a reply being submitted, the Associate Dean and/or designate will review all documentation and responses.
- A final decision will be made within an additional 5 business days.

## 7. Notification of Decision

- The Associate Dean and/or designate will notify the candidate and the Program of the final decision in writing.

### Appeal Outcomes

If appeal is upheld:

- PGME Registration will provide the details of the appeals outcome to CPSO and request the issuance of a new AVP or PEAP certificate.
  - Note: PGME does not have authority to reinstate the CPSO certificate directly; this may require additional approval/consideration from the CPSO Registration Committee.

If appeal is not upheld:

- PGME Registration will inform CPSO of the unsuccessful appeal.

### Finality of Process

This appeal process is final for AVP and PEAP at the University of Toronto. No further University-level appeal processes are available.

### Ensuring Equity, Anti-Racism, Anti-Discrimination, and Bias Mitigation

PGME aims to ensure that deliberations and decisions are free from racial, cultural, gender-based, and other forms of bias, whether explicit or implicit.

All staff members are expected to adhere to Temerty Faculty of Medicine's [Commitment to Equity, Diversity and Inclusion](#).