



## **Policy on Candidate Requests for Investigation of Lifelong Learning Self-Assessment Tests**

### **BACKGROUND**

In the event any candidate wishes to protest the administration of a Lifelong Learning and Self-Assessment (LLSA) test administered by the American Board of Emergency Medicine (ABEM), including Emergency Medicine and its subspecialties, the following policy will apply. Any subsequent appeal of a decision resulting from the application of this policy will be handled according to the established appeal process of the candidate's sponsor board.

### **POLICY**

It is the policy of the ABEM that all candidates participating in the LLSA component of continuing certification have the right to request an investigation into the administration of a specific LLSA test if it can be determined by ABEM that the alleged error(s) in test administration were caused by circumstances demonstrably under ABEM's control.

ABEM or the appropriate subboard or test committee in the case of a subspecialty determines the content of each LLSA test. Candidates may not request an investigation of an LLSA test based on issues involving test content.

ABEM determines the method of delivery for the LLSA test. Candidates may not request an investigation of an LLSA test based solely on the mode of test delivery.

Investigations into LLSA test administrations based on this policy will be automatically terminated if the candidate achieves recertification prior to the resolution of the test investigation or any subsequent related appeal.

### **PROCEDURES**

Candidates must file a written request for investigation postmarked within 15 days of their submitting for scoring the LLSA test in question. Alternatively, for protests involving alleged errors in administration that occur prior to the test being submitted for scoring, candidates must file a written request for investigation postmarked no later than 15 days following the expiration date of the LLSA test in question. Such requests should be addressed to the chief examiner and clearly state the reasons for the request.

Upon receipt of the request, the chief examiner(s) or designee shall review the submission and, after conducting an appropriate investigation, shall render a decision in writing to the candidate within 90 days of the postmark date of the request.

### **APPEALS**

An ABEM-certified physician may submit a written appeal of the chief examiner decision, following the guidelines and procedures outlined in the appeal process associated with the Policy on Candidate Requests for Investigation of an ABEM Examination. Physicians certified by other sponsor boards must follow the appeal policies of their sponsor board.

### **EXCEPTIONS**

None

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