



CHALLENGE AND APPEALS COMMITTEE

FCL Candidates' Appeals Procedure

The FCL Challenge and Appeals Committee receives and considers challenges and appeals related to the examination process of any of the FCL certification programmes.

The Appeals Procedure is for candidates who have been informed by FCL that they have been unsuccessful in achieving their certification, and who want to make a formal appeal against that decision. To make an appeal, candidates must pay an administration fee of 500CHF which will be refunded should their appeal be successful. This fee is payable at the start of the appeal process. Candidates can make an appeal in the event of one or more of the following situations:

1. They believe there were administrative shortcomings by FCL in the application process.
2. They think that the examination or assessment process for certification was wrongly handled.
3. An unforeseen event occurred at the examination/assessment that influenced their results.

If FCL candidates are considering an appeal, they should email the FCL secretariat at fcl@fidic.org within one calendar month of receiving the results of the certification decision.

The FCL Secretariat will discuss with them the reasons they were not successful and recommend a course of action. Should they decide to proceed with an appeal, the FCL Secretariat will ask them to electronically submit a letter outlining their reasons for appeal, and where appropriate request them to submit relevant documentation. This must be done within one calendar month of having submitted their appeal.

Copies of their appeal letter plus any supporting documentation, together with their detailed examination responses will be shared with their original examiners and the Challenge and Appeals committee. The Challenge and Appeals committee may request clarification or further evidence from the candidate, all within specified but reasonable timeframes. The Committee may also decide to interview the candidate, and if that happens, the interview will not include the original examiners who made the original decision.

The Challenge and Appeals committee will make one of three decisions generally within two calendar months of receiving the appeal letter:

1. Reject the appeal.
2. Invite the candidate to re-sit the examination for the certification at the next earliest opportunity at no cost to the candidate.
3. Uphold the appeal and recommend the candidate for award of certification.

The candidate will be informed of the Challenge and Appeals committee's decision by electronic mail. Their decision is final.