

Charles W. Drago, Secretary

Charlie Crist, Governor

BUREAU OF EDUCATION AND TESTING

Construction Examination **Post Examination Review Process**

REVIEW PROCEDURE:

Chapter 455.217(3), Florida Statutes, provides to candidates who have taken and failed a Department of Business and Professional Regulation developed examination, the opportunity to review the examination failed questions, answers, grades, and the grading keys used. To review **any failed part** of the examination, there will be a \$35.00 review fee. . Check or money order should be made payable to the **Department of Business and Professional Regulation**. Reviews will be conducted in Orlando, Miami, and Tallahassee.

Requests for reviews must be submitted in writing within 21 days from the on-site notification date of failure.

Candidates will **not** be scheduled for a review **twenty-one (21) day** prior to the next examination. **If you do attempt an exam while waiting for your review then you forfeit the review and the fees.**

During the examination review, you will be allowed to review a copy of the examination questions you missed, and be permitted to note your challenges to any of the missed questions in writing. However, you may not copy or remove any material provided for your review. Your challenges will be submitted to the testing vendor for review and determination of validity. You will be notified in writing of the final decision. **Candidates who submit challenges can expect a response to those challenges within about 4 weeks. In order to maintain the confidentiality of the examination, the only response candidates will see is "credit" or "no credit". No details of subject matter experts or consultants can be revealed.** Challenges or supporting documents submitted after the candidate has left the review room will not be accepted.

All reviews are subject to departmental security requirements in order to insure the integrity of the examination. You will be notified in writing of your appointment date and time. Bring the appointment letter and **a photo ID** to the review.

IMPORTANT NOTES:

Reference books permitted at the examination **may be used** as references during the review. **No notes or markings** may be made in your textbooks during the review. Any personal items or supplies needed during the review session must be enclosed in a clear plastic bag no larger than eight by eleven inches (8" x 11") in size. Unauthorized supplies, those not listed in the Candidate Information Booklet and/or Review Guidelines, will be subject to removal by the Department's representative. Reference books may be brought into the review room in a box or wire basket. No brief cases, portfolios or purses will be allowed in the review room.

Candidates are granted one half the amount of time allowed for original testing on the examination to review. Breaks taken during the review session are the responsibility of the candidate and cannot be taken into consideration as time lost. The time for the review session will begin and end as specified in the review appointment letter.

Please note that the test booklets used during the examination are **NOT** retained. Candidates reviewing the examination will be provided a clean, exact copy of the test questions.

Your on-site grade report is your official grade notification, as the Board does not mail “official” reports after ratification.

Mail your completed review request to above address,

Attention: Review Coordinator