

DEAR ASBOG EXAMINATION CANDIDATE,

The Oregon State Board of Geologist Examiners (Board) understands that not passing an ASBOG exam section is disappointing. The Board encourages you to consider re-taking the exam section after you have an opportunity to further prepare through additional study and/or work experience.* The Board also wants you to be aware of the following options available to you upon receipt of a failing score on an ASBOG exam section.

Please read this information now as it is time-sensitive!

EXAM PROCTORED REVIEWS AND MANUAL RE-GRADES

The Board allows for ASBOG exam candidates to request a proctored review or manual re-grade upon receipt of a failing score. See page 2 for a description of these options. A candidate may also request a proctored review and manual re-grade simultaneously. The exam candidate must **notify the Board office in writing** of a request for a review and/or re-grade. ASBOG will not respond directly to a candidate request. ASBOG will only respond to a request forwarded through the Board office.

Candidates need to also be aware of the following requirements:

1. A written request must be received in the Board office **within 10 calendar days** of the date that OSBGE releases exam scores. There are NO EXCEPTIONS to this timeframe.
2. The candidate must include the required fees with his/her request for the Board office to process the request. Currently, the fees are as follows (fees are subject to change):
 - **Re-grade**: ASBOG charges \$75. OSBGE does not charge a fee.
 - **Review**: ASBOG charges \$75. OSBGE also charges a fee to cover its administrative costs associated with proctoring the review. Contact the Board office to determine the OSBGE fee amount, which will be a maximum of \$100 but may be significantly less for a review proctored at the Board office.
 - **Re-grade & Review**: ASBOG charges \$150. OSBGE charges up to \$100 as described above.
3. The Board Administrator must forward the candidate's request and fees to ASBOG within thirty (30) calendar days after the release of the exam results to the Board. ASBOG makes NO EXCEPTIONS to this timeframe.
4. A candidate can request only one re-grade and/or proctored review per exam section (i.e., Fundamentals or Practice) per exam administration (i.e., spring or fall).

*If you intend to apply to re-take an exam section, then please be advised that the appropriate fees must be submitted with your application. After two failures to pass the exam section, your application must also include evidence, satisfactory to the Board, of further preparation for the exam. (OSBGE rule OAR 809-040-0022)

WHAT IS A MANUAL RE-GRADE?

The exclusive purpose of the manual re-grade is to verify the accuracy of a candidate's machine-graded score. **IMPORTANT:** **The request for a re-grade does not guarantee that the candidate will receive additional credit or a revised grade.**

The candidate's original answer sheet is pulled and manually graded via ASBOG to confirm that no computer error has occurred. Upon completion of the process, ASBOG sends an official letter to the Board Administrator with the re-grade results. The ASBOG letter will clarify the number of questions that needed to be answered correctly to achieve the passing scaled score and the number of questions actually answered correctly by the candidate. If a correction in score is required, the Board Administrator will be so notified. The Board Administrator will notify the candidate of the re-grade results.

WHAT IS A PROCTORED REVIEW?

The exclusive purpose of the proctored review is to give the candidate an opportunity to examine which questions were answered incorrectly. ASBOG does not allow challenges to individual exam questions as part of a proctored review, nor does ASBOG allow the release of the answer key. **IMPORTANT:** **The review does not result in the candidate receiving additional credit or a revised grade.**

ASBOG provides to the Board Administrator a clean, unused copy of the appropriate exam booklet and a copy of the candidate's Item Feedback Form. This form indicates for each question whether the candidate got the question correct or not.** Board staff will work with the candidate to set a time and location for the proctored review. Most proctored reviews will take place at the Board office in Salem due to the need to have a proctor present during the review. Alternative arrangements may be possible if the Board Administrator can find a suitable proctor to conduct the review in another location.

During the review, you will be allowed to review the materials provided by ASBOG. You will not be allowed to take notes or to write in the exam booklet or on other materials provided. The Board Administrator determines the length of time that the candidate will be allowed to complete the review. At the conclusion of the review, the Board Administrator will return all materials to ASBOG.

(**NOTE: *If a manual re-grade was requested at the same time as the proctored review, the candidate will also be provided with a copy of the manually-graded answer sheet in addition to the above-listed items.*)