

DEAR CEG EXAMINATION CANDIDATE,

The Oregon State Board of Geologist Examiners (Board) understands that not passing the CEG exam is disappointing. The Board encourages you to consider re-taking the exam 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 option available to you upon receipt of a failing score on the CEG exam.

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

EXAM PROCTORED REVIEW

The Board allows for CEG exam candidates to request a proctored review upon receipt of a failing score. See page 2 for a description of this option. The exam candidate must **notify the Board office in writing** of a request for a review.

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):
 - **Review**: OSBGE 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.
3. A candidate can request only one proctored review per exam (i.e., spring or fall administration).

*If you intend to apply to re-take this exam, then please be advised that the appropriate fees must be submitted with your application. After two failures to pass the exam, 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 PROCTORED REVIEW?

The exclusive purpose of the proctored review is to give the candidate an opportunity to examine which questions were answered incorrectly. OSBGE does not allow challenges to individual exam questions as part of a proctored review, nor does OSBGE allow the release of the answer key. OSBGE will accept candidate written input on questions that are generated during the project review. These comments will be considered by OSBGE's Engineering Geology Exam Committee and may be discussed during a future exam review.

IMPORTANT: The review does not result in the candidate receiving additional credit or a revised grade.

OSBGE provides a clean, unused copy of the appropriate exam booklet and a copy of the candidate's answer sheet. The answer sheet will be annotated to show which questions the candidate got correct or wrong. 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 OSBGE. 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 collect all exam-related materials.