

## **PROFESSIONAL GEOLOGY**

### **REVIEW PROCEDURE**

This Review is administered pursuant to Statute 455.217 (3). Applicants shall bear the actual cost for the department to provide examination review pursuant to this subsection. **There is a fee of \$150 to review one part of the examination and \$225 to review both parts of the examination.**

If requesting a manual rescore there is also a fee of \$100 per exam. Please see the "Post Examination Review Form" for the list of fees. Your check or money order shall be made payable to the **Department of Business and Professional Regulation. The fee for a review and manual rescore is non-refundable.**

The National Association of State Boards of Geology (ASBOG), allows candidates to review the questions answered incorrectly but **will not** provide the correct answers to the questions the candidate answered incorrectly. Candidates will not be provided an answer sheet for this review, unless the candidate requests a manual rescore. Please see information provided under "Manual Rescore"

**Reviews for this examination will be administered in Orlando or you may choose to have your review administered at the Department's headquarters, in Tallahassee. The request and fee for a review of your test must be mailed to the Department's office in Tallahassee.** If you wish to exercise your right to review, the procedure is defined below:

Please complete and mail your request form to:

Department of Business & Professional Regulation  
Bureau of Education and Testing  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791  
**Attention Review Coordinator**

Once your review request is processed, you will be contacted in writing with an appointment for the review. **Please bring photo I.D. to the review.** All reviews are subject to departmental **AND** national security requirements to insure the integrity of the examination.

The enclosed grade report reflects your final examination score and your examination status. **No mediation is available.** If you wish to contest the Department's action, you may request an administrative hearing. A formal hearing information sheet is enclosed for your review.

**Review candidates are required to meet all application deadlines for retaking the examination.**

## **REQUESTING A MANUAL RESCORE (Hand score)**

Candidates may request a manual rescore of their examination. The manual rescore **is not** an official part of the post-exam review process and must be requested separately from the post-exam review. This rescore is provided by ASBOG for candidates wishing to verify the accuracy of the grading process. Candidates **will** be notified in writing of the results of the manual rescore.

## **REQUESTING A MANUAL RESCORE (Hand score) with a Review**

If a manual rescore is requested along with a post-exam review, the manual rescore becomes an official part of the post-exam review process and is provided to assist candidates in reviewing his or her examination. If you wish to request a manual rescore, you must request the rescore at the same time as the review (see post-examination review form).

If you request a manual rescore, a copy of the answer sheet will be available to you at the time of your review. Candidates are not permitted to keep the answer sheet(s). The correct answers **will not** be noted on the answer sheet; however, the questions missed will be indicated.

**IMPORTANT NOTES:** Review procedures are considered an extension of the examination process; therefore, textbooks or other reference material **may NOT** be used 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 inches by eleven inches (8" X 11") in size. Unauthorized supplies, those not listed in the Candidate Information Booklet will be subject to removal by the Department's representative. **No briefcases, 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 to go to the restroom or for other personal needs 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.