



ADVISORY BOARD OF ATHLETIC TRAINERS

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Board Policy 00-003 Examination Review

Written Examination Failures

An applicant who fails the Texas Athletic Trainer Written Examination may request a written analysis of performance. A written analysis will be mailed to the applicant within 30 days of receipt of the request. An applicant who fails the Texas Athletic Trainer Written Examination may also request that the examination be regraded manually. The results of a manual regrade will be mailed to the applicant within 30 days of receipt of the request. All requests must be in writing (via fax, electronic mail, or regular mail) and must be postmarked or transmitted within 30 days of the date of the board's examination failure notice.

Practical Examination Failures

An applicant who fails the Texas Athletic Trainer Practical Examination may request a written analysis of performance. A written analysis will be mailed to the applicant within 30 days of receipt of the request. All requests must be in writing (via fax, electronic mail, or regular mail) and must be postmarked or transmitted within 30 days of the date of the board's examination failure notice.

Administrative Irregularities

An applicant who experiences administrative irregularities during the Texas Athletic Trainer Practical Examination may request that the examination be reviewed. The practical examination will be reviewed for administrative irregularities only. All reviews of the practical examination are subject to the following requirements:

1. Reviews of the practical portion of the exam will occur only when a candidate files a written complaint regarding administrative irregularities within twenty-one calendar days of the date that the examination was held.
2. The board will refer the examination materials to three subject members of the education committee for review. Reviewers are licensed athletic trainers selected by the Education Committee Chair and approved by the Chair of the Advisory Board of Athletic Trainers.
3. The applicant shall not be present during the review of the practical examination.
4. The applicant will receive a written response to their request for review.

Effective 1/26/2004

[Http://www.tdh.state.tx.us/hcqs/plc/at.htm](http://www.tdh.state.tx.us/hcqs/plc/at.htm)
Consumer Complaints Hotline 1-800-942-5540

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