

## INFORMATION FOR CANDIDATES

Dear Candidate,

Two transcripts of your results on the September 2017 Common Final Examination will be provided by your Region/Province. These transcripts provide information with respect to your performance on 1) the Day 1 assessment, which is the capstone linked case, and 2) on the overall combined Day 2 & Day 3 examination results. The report on Day 2 and Day 3 also reports the performance results for each depth and breadth test.

**ATTENTION:** Assurance candidates seeking a public accounting license are reminded that the requirement for licensure is a “Pass” standing in the depth in Financial Reporting test (Level 2) and a “Pass” standing in the depth in Assurance role test (Level 3).

The following information is designed to help you in the interpretation of your reported results.

### **Day 1 Report**

Candidates are assessed as “Pass” or “Fail” on Day 1.

### **Day 2 and 3 Combined Report**

#### **Level 1- Evaluation of sufficiency**

Candidates failing at Level 1 are those that have not sufficiently demonstrated, throughout their responses, the professional skills required of an entry level Chartered Professional Accountant. These competencies include, but are not limited to, the application of knowledge, identification of issues, definition of issues, ranking issues and problems, analyzing information, addressing problems in an integrative manner, exercising professional judgment, evaluating alternatives and proposing practical solutions that respond to users’ needs and communicating clearly and effectively.

Candidates failing at Level 1 did not achieve “competent” and/or “reaching competence” a sufficient number of times across the assessment opportunities provided.

Candidates failing at Level 1 are provided with an overall sufficiency grouping, based on the failing candidate population at Level 1, to assist them in the decision of whether or not to appeal. The sufficiency groupings are provided on a 1 to 10 basis, with 10 being the furthest away from being sufficient.



### **Level 2 – Evaluation of depth in Financial Reporting or Management Accounting**

Candidates who did not demonstrate competence at Level 2 did not achieve “competent” a sufficient number of times across the available depth assessment opportunities on Day 2 and Day 3 combined in either Financial Reporting or Management Accounting.

### **Level 3 – Evaluation of depth in Elective Role area**

Candidates who failed to demonstrate competence at Level 3 did not achieve “competent” a sufficient number of times across the available depth assessment opportunities on Day 2 in their specific role.

### **Level 4– Evaluation of breadth in all six competency areas**

Candidates who failed to demonstrate competence at Level 4 did not achieve “reaching competent” a sufficient number of times across the available assessment opportunities on Day 2 and Day 3 for a competency area. Some candidates may have failed to demonstrate competence at Level 4 in more than one competency area.

### **Requesting an Appeal and, or a Performance Analysis**

To apply for either an appeal or a performance analysis, or both, please contact your region/provincial body. The application deadline is Friday, December 22, 2017. **Candidates are encouraged to submit their request prior to the final deadline.** Failing candidates, or passing candidates with depth in Assurance (role) who failed on depth in Financial Reporting only may request an appeal.

#### **Appeals-Day 1**

Candidates may appeal their fail status. Day 1 is holistically assessed and any failing or marginal papers are looked at a minimum of twice. Some are looked at a third time.

#### **Appeal-Day 2 and 3**

Candidates who fail at Level 1 and are assigned an overall sufficiency grouping of 1 or 2 may want to request a review of their results (an appeal). Candidates who failed to demonstrate competence in one specific competency area at any of Level 2, Level 3 or Level 4 may want to request an appeal.

Candidates who did not demonstrate competence at Level 1 and are assigned an overall sufficiency grouping of 3 or more are less likely to succeed on appeal. Candidates who did not demonstrate competence in more than one specific competency area at Level 2, Level 3 or Level 4 are less likely to succeed on appeal.

#### **Performance Analysis**

A performance analysis is available for Day 1, Day 2&3, or all days.

A performance analysis provides candidates with specific feedback on the areas where the minimum standard was not met, and provides commentary of how to improve performance. In addition, areas where candidates performed well are also being commented on.

**Fees**

For the fee of a review of examination results or a performance analysis, please contact your region/provincial body.

Should the fail standing be changed to a pass standing, the detailed performance analysis will not be performed and any associated fees will be refunded. If the appeal is successful, all monies paid for the appeal will be refunded.

All changes in status (appeals) will be processed as received and released to the provinces as they are ready. All appeals will be completed by February 9, 2018 at the latest. The detailed performance analyses will be released by May 4, 2018.