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| IFOA_logo_ | **Assessment appeal application** |

We are committed to providing you with a fair and transparent route to achieving our qualifications.

This process offers you a formal means for appealing the outcome of your assessment. An appeal is distinct from a complaint which seeks to raise concerns about the quality or delivery of a service we provide. We consider complaints under a separate complaint handling process [Membership Complaints](https://actuaries.org.uk/membership/membership-faqs/)

We reserve the right at our discretion to consider your application under a separate process such as Access Arrangements or Complaints where it is more appropriate to do so.

The [Appeals policy](https://actuaries.org.uk/qualify/after-exams/make-an-appeal/) should be read **in full** before making an appeal application.

To make an appeal you must complete this form and email it to [*appeals@actuaries.org.uk*](mailto:appeals@actuaries.org.uk) along with all supporting evidence to support your case.

**Please read the following information carefully.**

We will not be able to consider your application if your appeal is based upon any of the reasons listed in Table 1.

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| **TABLE 1** | **The following are not valid grounds for appeal:** |
| **Ground One**  **Irregular Procedure or Improper Conduct of an Assessment** | * Marking variances *– variance between Marker 1 and 2 which have been checked by way of script review (unless errors can be evidenced)* * Comparison of your own analysis with your awarded marks *i.e. marking your own paper i.e. use of the Examiner’s report* * Requests for re-marking * Challenging the academic judgement of the examiners because you believe you deserve a different outcome * Lack of understanding of the assessment regulations and procedures * Lack of understanding of the marking guidelines/policy * A request to appeal a paper or part paper that achieved the pass mark * Any errors or irregular procedure concerning the setting of the exam paper which have been acknowledged in the Examiner report |
| **Ground Two**  **Mitigating Circumstances** | * Not being aware of the Mitigating Circumstances process or deadline * Retrospective reporting of mitigating circumstances which could have been submitted within the required post-examination deadline * Where evidence could have been made available at the time of the submission * Appealing once you know your results, having previously chosen not to report mitigating circumstances |

The IFoA can only consider applications and supporting documentation written in English. It is the Candidate’s responsibility to obtain and submit a verified translation if the original evidence is in another language.

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| IFOA_logo_ | **Assessment appeal application form** |

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| **SECTION 1** | |
| **Your Details (in clear block letters)** | |
| Actuarial Reference Number (ARN): |  |
| Forename: |  |
| Surname / Family Name: |  |
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| **Assessment Details (in clear clock letters)** | |
| Subject & Date(s) of Examination: |  |
| Date result received |  |

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| **SECTION 2** | | |
| **Confirm the ground(s) of appeal.** | | |
| **Appeals may be considered under one or more of the following grounds.**  **Indicate the ground(s) under which you are making an appeal by selecting the relevant box(es).** | | |
| **Ground One: Irregular procedure or improper conduct of an assessment took place.**  *This can include procedures for question setting, marking of an examination or moderation of results.*  You will need to provide substantive evidence to support your case | | *Complete Section 3* |
| **Ground Two: Mitigating Circumstances.**  ***Appeals on these grounds need to provide substantive independent\* evidence as to why it was not possible to submit a mitigating circumstances case or evidence immediately following the examination.***  ***\*independent*** | which could not be disclosed through the usual mitigating circumstances process following the examination.  where new evidence that could not have been, or for good reason was not, made available at the time of the submission of the mitigating circumstances application.  where a procedural irregularity or administrative error occurred in consideration of the original application. | *Complete Section 4A*  *Complete Section 4B*  *Complete Section 4C* |

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| **SECTION 3** |
| **Ground One: Information about the improper conduct or alleged irregular procedure.** |
| What was the improper conduct or alleged irregular procedure you believe took place? |
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| What effect do you believe this had on the result of your assessment? |
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| List below any documents you are attaching in support of your appeal, and explain how they support your case (please continue on a separate page if necessary) |
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| **SECTION 4A** |
| **Ground Two: Mitigating Circumstances which could not be disclosed through the usual mitigating circumstances process following the examination.** |
| Outline the reasons for not disclosing details of your circumstances through a post-examination mitigating circumstances application |
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| Why were the circumstances outside of your control? |
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| List below any documents you are attaching in support of your appeal and explain how they support your case. |
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| **SECTION 4B** |
| **Ground Two: Mitigating Circumstances where new evidence that could not have been, or for good reason was not, made available at the time of the submission of the mitigating circumstances application.** |
| Outline the reasons for why you were unable to disclose your evidence at the time of your mitigating circumstances application. |
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| Why were the circumstances outside of your control? |
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| List below any documents you are attaching in support of your appeal and explain how they support your case. |
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| **SECTION 4C** |
| **Ground Two: Mitigating Circumstances where a procedural irregularity or administrative error occurred in consideration of the original application.** |
| What was the procedural irregularity or administrative error you believe took place? |
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| List below any documents you are attaching in support of your appeal, and explain how they support your case (please continue on a separate page if necessary) |
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| **SECTION 5** | | |
| **Declaration (for all appeals)** | | |
| Select each box to confirm your understanding of the following statements: | | |
| The details I have provided are true and complete and represent the full circumstances that I wish to have considered through this appeal.  I confirm I have read the [Appeals Policy](https://actuaries.org.uk/qualify/after-exams/make-an-appeal/) in full and understand the grounds in which an Assessment appeal can be submitted.  I consent to details in respect of my appeal being disclosed to necessary third parties. | | |
| **Signature:** |  | **Date:** |

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| **SECTION 6** |
| **Payment Details** |
| **Do not make payment until requested to do so by the IFoA Appeals Team** |
| The appeal fee is £215.00 (full rate) and £120 (reduced rate). This is refundable in the event of an appeal being either partilly or fully upheld.  Once your application has been received you will be contacted by the Appeals Team to make payment. Please **do not** make payment until requested.  Payment can be via bank transfer or by card over the phone. You will receive details on how to make payment when we request it from you. |