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| IFOA_logo_ | **Assessment appeal application: Stage one appeals** |

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| 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 complaints handling process <https://www.actuaries.org.uk/studying/education-complaints>.  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.  You are encouraged to read carefully the gudiance on our appeal process at <https://www.actuaries.org.uk/documents/assessment-appeals-policy-and-procedures> before making an appeal.  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. | | |
| **Your Details** (in clear block letters) | | |
| Name: |  | |
| Actuarial Reference Number (ARN): |  | |
|  | | |
| **Assessment Details** (in clear block letters) | | |
| Subject & Date of Examination: |  | |
| Date result received: |  | |
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| **Details of Appeal** | | |
| Appeals may be considered under one or both of the following grounds.  Indicate the ground(s) under which you are making an appeal by ticking the relevant boxes. | | |
| **Ground One: Irregular procedure or improper conduct of an assessment took place**.  *This can include procedures for question setting, marking and moderation of results*.  You will need to provide substantive evidence to support your case. | |  |
| **Ground Two**: **Mitigating Circumstances that could not be disclosed by the required deadline for a post-examination application.**  You will need to provide independently verified evidence of :   * An insurmountable reason for not submitting a mitigating circumstances application within the post-examination deadline. | |  |
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| **Ground One Information about the improper conduct or alleged irregular procedure** |
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| **What was the improper conduct or alleged irregular procedure you believe took place?** |
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| **What effect do you believe they 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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| **Ground Two Mitigating Circumstances that could not be disclosed by the required deadline for a post-examination application.** |
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| **Outline the reasons for not disclosing details of your circumstances, through a post-examination mitigating circumstances application** |
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| **Why were these 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. These should include confirmation of the circumstances and their impact by an independent person (please continue on a separate page if necessary)** |
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| **Declaration (for all appeals)** | | | |
| The details I have provided are true and complete, and represent the full circumstances that I wish to have considered through this appeal.  I consent to details in respect of my appeal being disclosed to necessary third parties.   |  |  | | --- | --- | | I confirm I have read the full [Appeals Policy](https://www.actuaries.org.uk/documents/assessment-appeals-policy-and-procedures) and understand the grounds in which an Assessment appeal can be submitted. | Please tick to confirm | | | | |
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| **Signature** |  | **Date** |  |

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| **Payment details** |
| The appeal fee is £200.00 (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. |