

**Inappropriate Conduct appeal application**

**Stage one appeals**

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

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

You are encouraged to read carefully the guidance on our appeal process at <https://www.actuaries.org.uk/studying/after-exams/make-appeal> 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. For all inappropriate conduct appeals this form must be received within 30 calendar days from communication of the investigation outcome.

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| **Your Details (in clear block letters)** | |
| **Name (BLOCK CAPITALS)** |  |
| **Actuarial Reference Number (ARN):** |  |

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| --- | --- |
| **Assessment Details (in clear block letters)** | |
| **Examination Subject:** |  |
| **Date investigation outcome provided:** |  |

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| **Details of appeal** | |
| Indicate below the grounds on which you are requesting this review. Please note that you are not permitted to appeal on any other grounds than those below.  Indicate the ground(s) under which you are making an appeal by ticking the relevant boxes. | |
| **Ground One:** Procedural or administrative error: There is evidence of procedural or administrative error during the Inappropriate Conduct Investigation stage; there is evidence that the Board of Examiners failed to consider or did not have access to evidence that would have the potential to change the outcome of the investigation and/or the penalty imposed. |  |
| **Ground Two:** The penalties imposed by the Board of Examiners are demonstrably unreasonable (i.e. there is an obvious or clear feature to the unreasonableness of the resolution). |  |
| **Ground Three:** Evidence that was unavailable or could not have been disclosed as part of the initial Inappropriate Conduct Investigation. |  |
| **Please provide details supporting your appeal on the next pages** | |

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| **Ground One - Procedural or administrative error: There is evidence of procedural or administrative error during the Inappropriate Conduct Investigation stage; there is evidence that the Board of Examiners failed to consider or did not have access to evidence that would have the potential to change the outcome of the investigation and/or the penalty imposed.** |
| **Please provide full details of the procedural or administrative errors which you believe has occurred; or outline which evidence you believe was not considered by the Board of Examiners** |
|  |
| **List below any documents that you are attaching in support of your appeal submission, and if necessary explain their significance *(please continue on a separate page if necessary)*** |
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| **Ground Two: The penalties imposed by the Board of Examiners are demonstrably unreasonable (i.e. there is an obvious or clear feature to the unreasonableness of the resolution).** |
| **Please explain and detail how the Board of Examiners investigation outcome is demonstrably unreasonable?** |
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| **List below any documents that you are attaching in support of your appeal submission, and explain how they support your case *(please continue on a separate page if necessary)*** |
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| **Ground Three: Evidence that was unavailable or could not have been disclosed as part of the initial Inappropriate Conduct Investigation.** |
| **Please explain why you were unable to submit evidence by the stated deadline outlined in the investigation initiation letter** |
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| **Please explain why the reasons for not submitting information related to the investigation were outside your control** |
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| **Please outline, briefly, the independent verification you are providing confirming that you could not submit by the stated deadline** |
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**List below any documents that you are attaching in support of your appeal submission *(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 I would be prepared to answer further questions in relation to any claim I have made.  I consent to details in respect of my appeal being disclosed to necessary third parties. | | |
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| **Signature** |  | **Date** |