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| IFOA_logo_ | **Inappropriate Conduct Appeal Application**  **Stage two appeals** |

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| *Please complete this form and return it to:*  *Assessment appeals, Director of Engagement and Learning, Institute and Faculty of Actuaries, 1st Floor, Park Central, 40/41 Park End Street, Oxford OX1 1JD, UK*  *Email:* [*appeals@actuaries.org.uk*](mailto:appeals@actuaries.org.uk)  To be completed if you wish to request a formal review of a Stage one outcome.  **You may only submit a Stage two appeal if your Stage one appeal was sent to the appeals panel for consideration.**  The purpose of this form is to gather the relevant information to permit a full investigation and respond to your concerns. It must be completed in full, and sent by email within 10 calendar days from the date of the Stage One appeal outcome letter. | | | | | |
| **Personal details** | | | | | |
| **Name (BLOCK CAPITALS)** |  | | **ARN** |  | |
|  | | | | | |
| **Assessment** | **Exam Date:** | **\_\_/\_\_/\_\_\_\_ Subject:** | | | |
| **Date Stage one appeal result was received** | |  | | | |
|  | | | | | |
| **Details of Stage two appeal** | | | | | |
| **Which of the permissible grounds below relate to your Stage two appeal submission?** | | | | | |
| Stage one appeal has not been investigated correctly | | | | |  |
| Evidence considered in the Stage one appeal was incorrect or incomplete, to the extent it was reasonable to conclude the outcome may have been different | | | | |  |
| There was prejudice or bias during the Stage one appeal | | | | |  |
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| **Please provide details supporting your Stage two appeal on the next page** | | | | | |

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| **Stage one appeal not correctly investigated.** |
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| **Please provide an explanation as to why you believe the stage one appeal was not correctly investigated** |
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| **List below any additional evidence or documents that you are submitting in support of your appeal, and explain their significance** |
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| **Evidence considered in stage one appeal was incorrect or incomplete** |

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| **Please provide an explanation as to the evidence which was incorrect or incomplete and why the outcome may have been different** |
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| **List below any additional evidence or documents that you are submitting in support of your appeal, and explain their significance** |
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| **Prejudice or bias during stage one appeal** |

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| **Please provide an explanation as to why you believe prejudice or bias occurred during your stage one appeal, and the nature of that prejudice or bias** |
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| **List below any additional evidence or documents that you are submitting in support of your appeal, and explain their significance** |
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| **Declaration** | | | |
| 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. | | | |
|  | | | |
| **Signature** |  | **Date** |  |

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| For office use: | | | |
| Category added: |  | Date to be destroyed: |  |