



Institute  
and Faculty  
of Actuaries

# Inappropriate Conduct appeal application

## Stage one appeals

Please complete this form and return it to:

Assessment appeals, Quality Team, Institute and Faculty of Actuaries, 1<sup>st</sup> Floor, Park Central, 40/41 Park End Street, Oxford OX1 1JD, UK

Tel: +44 (0)1865 268 875 Email: [appeals@actuaries.org.uk](mailto:appeals@actuaries.org.uk)

For all inappropriate conduct appeals this form must be received within 30 days from communication of the investigation outcome.

Please read the inappropriate conduct appeals policy and procedure included in your investigation outcome letter, which fully explains the procedure and the deadlines that will be applied when your appeal is considered. Please note that complaints falling outside the scope of the appeals policy are dealt with under a separate procedure.

### Personal details

<b>Name (BLOCK CAPITALS)</b>		<b>ARN</b>	
<b>Assessment</b>	<b>Exam</b> <input type="checkbox"/>	<b>Subject:</b>	
<b>Date investigation outcome provided</b>			

### Details of appeal

Indicate below the grounds on which you are requesting this review. Tick all the boxes that may apply.

Please note that you are not permitted to appeal on any other grounds than those below.

There is evidence that the Board of Examiners failed to consider or did not have access to evidence that would have changed the outcome of the investigation and/or the penalty proposed.	<input type="checkbox"/>
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).	<input type="checkbox"/>
There is evidence that procedural or administration error occurred during the Inappropriate Conduct investigation stage or Board of Examiners decision.	<input type="checkbox"/>

**Please provide details supporting your appeal on the next pages**

**Failure to consider information/access to information was not available for consideration**

**Please provide full details of the information you believe was not considered by the Board of Examiners**

**What were your reasons for not submitting information pertinent to the investigation prior to receiving confirmation of the investigation outcome?**

**Please explain why the reasons for not submitting information pertinent to the investigation were outside your control**

**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*)**

**Information about unreasonableness of the investigation outcome**

**Please explain and provide evidence to support how the outcome of the investigation is demonstrably unreasonable**

**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*)**

**Information about the procedural or administration error that took place**

**Please explain what you believe the procedural or administrative error was**

**Please explain the effect on your inappropriate conduct investigation**

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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**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.

<b>Signature</b>		<b>Date</b>	
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For office use:					
Date Received:		Category added:		Date to be destroyed:	