



Institute
and Faculty
of Actuaries

Inappropriate Conduct Appeal Application

Stage two appeals

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

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 or post within 10 working 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

Please provide details supporting your Stage two appeal on the next page

Stage one appeal not correctly investigated.

Please provide an explanation as to why you believe the stage one appeal was not correctly investigated

List below any additional evidence or documents that you are submitting in support of your appeal, and explain their significance

Evidence considered in stage one appeal was incorrect or incomplete

Please provide an explanation as to the evidence which was incorrect or incomplete and why the outcome may have been different

List below any additional evidence or documents that you are submitting in support of your appeal, and explain their significance

Prejudice or bias during stage one appeal

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

List below any additional evidence or documents that you are submitting in support of your appeal, and explain their significance

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

For office use:

Category added:

Date to be destroyed: