

## Academic Appeals Policy

### Purpose

1. The Academic Appeals Policy is intended to allow trainees enrolled on a Teacher Training course at the BEC Teacher Training (BECTT) to appeal their ratified academic results, as published by Assessment Boards, or circumstances relating to them.
2. The Academic Appeals Policy comprises three stages: an informal stage for early resolution; a formal stage in which a panel of staff appointed by the Strategic and Finance Board considers the appeal; and a review stage which a trainee may follow if they are dissatisfied with the outcome of their formal stage appeal.
3. The Academic Appeals Policy operates in accordance with the Quality Assurance Agency (QAA) UK Quality Code for Higher Education Chapter B9: Academic Appeals and Trainee Complaints published in April 2013, and the Good Practice Framework for Handling Complaints and Academic Appeals issued by the Office of the Independent Adjudicator (OIA) in December 2014.

### Definition

4. An academic appeal is defined in Chapter B9 of the UK Quality Code as “a request for the review of a decision of an academic body charged with making decisions on trainee progression, assessment and awards.”
5. Any academic appeal should relate to one or more of the following categories:
  - a final award result;
  - a coursework mark (including Teachers’ Standards portfolio, tasks, reflective journal and physical performance);
  - required withdrawal from a course;
  - a verdict of, or penalty applied in respect of, academic misconduct;
  - a refusal to permit the late submission of coursework or other decision of the Extenuating Circumstances Panel.

### Scope

6. This policy applies to any appeals against an academic result or decision as defined in paragraph 5. There are separate procedures that deal with appeals against decisions relating to Fitness to Practise, Fitness to Study, Trainee Discipline, and Criminal Convictions. Concerns about other matters should be raised via the Trainee Complaints Policy (which includes complaints about academic matters that do not concern an academic result). Issues raised under appeals and complaints procedures are kept separate to avoid confusion of outcomes. Appeals against admissions decisions by applicants to the institution will be dealt with under the Trainee Complaints Policy.
7. This Academic Appeals Policy does not apply to those courses where academic results are decided by an external awarding body. In such cases, that body’s appeals procedure shall apply.

8. Each appeal will normally be considered individually. Where a series of appeals involve the same subject matter, the appeals may be considered collectively, subject to any confidentiality requirements. In such a case, the individual trainees involved will normally be invited to nominate one of their number as a spokesperson to facilitate the process.

### **Commitments**

9. BECTT takes academic appeals seriously and the procedure is designed to enable a trainee's appeal to be investigated and considered fully without risk of disadvantage. As such, trainees who submit a case under this procedure will not be unfavourably treated for having done so. Any trainee who believes that they have been disadvantaged by submitting a case should contact the BECTT Office immediately.

10. BECTT expects that trainees will not engage in frivolous, vexatious or malicious appeals. This could include:

- appeals which are harassing, repetitive or pursued in an unreasonable manner;
- insistence on pursuing non-meritorious appeals and/or unrealistic or unreasonable outcomes;
- appeals which are designed to cause disruption or annoyance;
- demands for redress which lack any purpose or value.

In such cases, the Strategic and Finance Board or nominee reserves the right to terminate consideration of the appeal. The trainee will be given an explanation, in writing, of why their appeal has been terminated and details of any further right to appeal. Where an appeal is found to have been brought with frivolous, vexatious or malicious intent, this may itself prove grounds for disciplinary action against the trainee under the Trainee Discipline Policy.

11. In considering any appeals, appropriate attention will be paid to the requirements of the Equality and Diversity Policy. In particular, reasonable adjustments will be made for those with disabilities, specific learning difficulties or long-term medical conditions.
12. All parties to the appeal and individuals who have been involved in any related investigation and/or the management and/or the administration of the appeal will observe the requirements for confidentiality. Whilst confidential information may need to be disclosed in order to consider the appeal, this will only be to those staff involved in the consideration of the appeal.
13. While the appeal remains unresolved, normally the trainee shall have the right to attend the next stage of the course or to continue on the stage or part of the course on which he/she was last enrolled. Exceptions to this are:
  - a) when the academic decision being appealed is withdrawal from the course;
  - b) when the progression requirements of regulatory bodies and/or funding limitations require that the trainee intercalate and rejoin the course (if appropriate) when the matter is resolved; and
  - c) when the Strategic and Finance Board or nominee deems this would jeopardise the welfare of the subject (pupil) and/or contravene any relevant professional code of conduct and/or is incompatible with behaviour required by the profession. In the latter

circumstances, the Strategic and Finance Board or nominee shall consult with the Accounting Officer (or equivalent) to determine whether action should be taken under the Fitness to Practise Policy.

14. If the academic decision being appealed is the requirement that a trainee's work and/or practice be reassessed, the reassessment shall proceed in accordance with the original timescales specified by the Assessment Board and shall not be delayed because of the academic appeal (which shall be considered separately and expeditiously).
15. A trainee may withdraw an appeal at any point providing the BECTT Office is advised in writing, but may not later re-launch the appeal.
16. All personal information will be processed in accordance with the General Data Protection Regulation (GDPR).

#### **EARLY RESOLUTION (INFORMAL STAGE)**

17. Trainees are encouraged to seek feedback whenever possible and to try to resolve the matter they are concerned about informally before submitting a formal appeal.
18. A number of avenues exist through which further information or explanation can be provided which might satisfactorily answer a trainee's concerns. An informal approach could be made to a class/subject mentor, lead subject mentor/lead mentor, lecturer/tutor, module leader, course director or course administrator.
19. If a trainee believes their result was affected by extenuating circumstances that were unknown to the Assessment Board at the time it reached an academic decision and could not reasonably have been made known to the Board before it met, they may submit a claim for consideration of retrospective extenuating circumstances under the Extenuating Circumstances Policy. The Extenuating Circumstances Panel will consider the claim and, if approved, request that the academic decision be reconsidered by the Assessment Board without requiring the trainee to submit a formal stage appeal. If the claim is not approved, the trainee will have fifteen days from notification of the decision of the Extenuating Circumstances Panel to submit a formal stage appeal.
20. Should the informal approach not resolve the matter to the trainee's satisfaction, the trainee may make a formal academic appeal under the Formal Stage of the procedure.

#### **FORMAL STAGE ACADEMIC APPEAL**

##### **Submitting a Formal Stage Academic Appeal**

21. The trainee must submit the completed Formal Stage Academic Appeal form (Appendix 1) and any supporting documents to BECTT Office within fifteen working days of the notification of the result or academic decision against which they wish to appeal. Appeals submitted after this deadline with good reason for the delay may still be considered. The trainee should contact the BECTT Office immediately if they are unable to meet this deadline. The Strategic and Finance Board or nominee will determine whether a late appeal can be accepted.
22. The trainee must state the grounds on which they wish to appeal and must include all necessary supporting evidence and documentation. No evidence submitted can be anonymous.

## **Grounds for Formal Stage Academic Appeals**

23. The grounds on which a formal stage appeal can be considered are:

- correct procedure was not followed which undermined the validity of the academic result or decision;
- prejudice or bias on the part of the markers, the Academic Misconduct Panel, the Extenuating Circumstances Panel and/or the Assessment Board affected the academic result or decision;
- the trainee's performance was adversely affected by extenuating circumstances that he/she had not previously submitted to the Extenuating Circumstances Panel and which he/she could not have reasonably been expected to submit in advance of the meeting of the Assessment Board;
- significant changes were made to a course without being properly communicated;
- alleged unfair treatment or discrimination in the assessment process which, for good reason, has not been considered previously under the Trainee Complaints Policy.

24. All appeals shall be considered on their merit. However, the following will not normally be considered as valid grounds for appeal and any appeal submitted on one or more of these is likely to be rejected:

- retrospective reporting of extenuating circumstances which the trainee could reasonably have been expected to submit in advance;
- appeals against the academic judgement of internal or external markers on the quality of the work itself or the criteria being applied to mark the work. Work will not be remarked, except in cases of procedural irregularity;
- appeals based upon the informal assessment of the trainee's work by academic staff;
- appeals to obtain a higher award classification due to marginally missing the required mark;
- retrospective complaints against the standard of tutoring (these must be made through the Trainee Complaints Policy before the results of the Assessment Board are published).
- Appeal about workload and expectations relating to those duties usual for a teacher.

## **Supporting Evidence for Formal Stage Academic Appeals**

25. Trainees should submit, to the BECTT Office, all evidence and supporting documentation relevant to their appeal with their completed Formal Stage Academic Appeal form (Appendix 1). This should include evidence to show any attempts at early resolution of their concerns and appropriate evidence to support the stated grounds for their appeal.

26. The Strategic and Finance Board or nominee has the right to request additional written evidence from the trainee and/or staff and to include such additional evidence as he/she thinks is conducive to reaching a better informed judgement.

## **Consideration of Formal Stage Academic Appeals**

27. All formal stage appeals submitted will be acknowledged by the BECTT Office on receipt and then screened to determine whether there are valid grounds for the appeal and that the form is fully completed, with necessary supporting evidence including evidence of an attempt at early resolution, and submitted within the required timeframe.

28. Where the appeal has been submitted outside of the timeframe, as detailed in paragraph 21, it will not normally be considered without good reason for the delay. The Strategic and Finance Board or nominee will determine whether a late appeal can be accepted. This decision will be final. If a late appeal is not accepted, the trainee will be issued with a Completion of Procedures letter within ten working days of receipt of the formal stage academic appeal.
29. Where additional evidence and/or clarification is requested from the trainee, this should be submitted to BECTT Office by the given deadline. Should it not be received by this date, the appeal will be considered on the evidence provided with the original submission.
30. Where an appeal has met the requirements as detailed in paragraphs 27 and 28 (where applicable), the appeal will be passed to the relevant Academic Appeals Panel (referred to as the Panel from hereon) for consideration. The Panel will be convened at regular intervals (normally monthly) to ensure the timely consideration of all appeals. The BECTT Office will inform the trainee, normally within ten working days of receipt of the appeal and of the date of the Panel meeting where their appeal will be considered and the date by which they should normally expect to be advised of the Panel's decision.

#### **Academic Appeals Panel**

31. The Panel, appointed by the Strategic and Finance Board, shall comprise:
  - The Accounting Officer (who will act as Chair) who will not normally be the Chair of the Assessment Board from which the appeal has been lodged;
  - Two members of academic staff, who are not in the pool for the Academic Misconduct Panel or the Extenuating Circumstances Panel

Membership of the Panel may be varied to ensure that the academic staff members are not considering any appeals concerning their own modules, but have the necessary understanding of the discipline to inform discussions. For courses leading to professional registration, one of the academic members should be a registrant of the relevant Professional, Statutory or Regulatory Body (PSRB) where possible. A representative from the BECTT Office will be in attendance to record the Panel's decision and justification for that decision.

32. The Panel will consider all appeals based only on the documentary evidence provided. In exceptional cases, for example where reasonable adjustments are required or where the interpretation of evidence is disputed, a trainee may be permitted to attend the meeting to present evidence in person. The decision as to whether to permit a trainee to attend will be made by the Strategic and Finance Board in consultation with the Chair of the Panel. The trainee may be accompanied at such a meeting by a friend. A friend is defined as a member of staff of BECTT, or a registered trainee of the BECTT, or a member of staff. The role of a friend is to act as an observer, give moral support and assist the trainee to make their case. In addition, where reasonable adjustments are required, a trainee may be accompanied by a supporter e.g. a sign language communicator or a notetaker, and a trainee with difficulty in understanding English may be accompanied by an interpreter.

33. The BECTT Office will provide the Panel with the documentation submitted by the trainee and any additional evidence gathered in accordance with paragraph 26, prior to the meeting of the Panel. The Chair of the Panel may also request that additional evidence be gathered prior to the Panel meeting.
34. With limited exceptions (for example, where information cannot be disclosed BECTT due to BECTT's obligations under the GDPR), all written material considered by the Panel under this procedure will be accessible to the trainee if requested.
35. The Panel, having considered the evidence, will decide whether the appeal should be upheld, partially upheld, or rejected.
36. The decision of the Panel is final and will be reported to the trainee and relevant Assessment Board.

### **Outcomes**

37. The trainee can expect to hear the outcome of the Panel, in writing via the BECTT Office, within five working days of the Panel meeting. The trainee will also be informed within that time if the complexity of the case prevents an outcome being reached and advised of the likely timescale for further action and notification of the outcome.
38. In all cases, regardless of whether the appeal was upheld, in full or in part, or rejected, the outcome letter will give a full and clear explanation of the decision and rationale.
39. Where the Panel determines that an appeal should be upheld, in part or in full, the relevant Assessment Board will be convened (where necessary as an extraordinary meeting) to consider the consequence of the Panel's decision and to decide, in the context of the trainee's overall profile, the relevant assessment regulations and any PSRB requirements, the appropriate action. This may include:
  - a further attempt at a component of assessment;
  - a revised penalty in relation to a verdict of academic misconduct;
  - retrospective approval of extenuating circumstances leading to the granting of a deferral;
  - any other action to correct procedural irregularity, unfair treatment, prejudice or bias.
40. The Chair of the Assessment Board will notify the trainee, in writing, of the decision of the Assessment Board and any appropriate action, along with the rationale for the decision, within fifteen working days of the date of the letter informing the trainee of the Panel's decision. A copy of the letter will be sent to the BECTT Office for information.
41. A trainee who is not satisfied with the outcome of their formal stage appeal (whether or not it was upheld) may decide to move to the review stage of the Academic Appeals Procedure as described below.

## **REVIEW STAGE ACADEMIC APPEAL**

### **Submitting a Review Stage Academic Appeal**

42. The trainee must submit a completed Review Stage Academic Appeal form (Appendix 2) (and any supporting evidence) to the BECTT Office within ten working days of the notification of the outcome of the formal stage appeal (either the decision of the Panel, referred to in paragraph 37, where the appeal was rejected or partially upheld, or the letter from the Assessment Board, referred to in paragraph 40, where any part of the appeal was upheld). The trainee should contact the BECTT Office immediately if they are unable to meet this deadline. The Strategic or Finance Board or nominee will determine whether a late appeal can be accepted.
43. The trainee must state the grounds on which they wish to appeal and must include all necessary supporting evidence and documentation. No evidence submitted can be anonymous.

### **Grounds for Review Stage Academic Appeal**

44. The grounds on which a review stage appeal can be considered are:
- there is new information put forward by the trainee that, for good reason, could not have been provided earlier in the process;
  - there was procedural irregularity in the conduct of the formal stage;
  - there was prejudice and/or bias or the appearance of prejudice and/or bias, in the conduct of the formal stage;
  - evidence put forward at the formal stage was not fully and properly considered.

### **Supporting Evidence for Review Stage Academic Appeals**

45. Trainees should ensure they submit all appropriate evidence to support the stated grounds for their appeal. The Strategic or Finance Board or nominee has the right to request additional written evidence from the trainee and/or staff and to include such additional evidence as he/she thinks is conducive to reaching a better informed judgement.

### **Consideration of Review Stage Academic Appeals**

46. The BECTT Office will acknowledge receipt of the review stage appeal and undertake an initial assessment in consultation with the Strategic and Finance Board or nominee to check that the appeal meets at least one of the grounds in paragraph 44 and that the form is fully completed with necessary supporting evidence and submitted within the required timeframe. If one or more of these are not met, the Strategic and Finance Board or nominee may reject the appeal (see paragraph 55) or ask the trainee for further clarification and/or additional evidence.
47. Where the appeal has been submitted outside of the timeframe, as detailed in paragraph 42, it will not normally be considered without good reason for the delay. The Strategic and Finance Board or nominee will determine whether a late appeal can be accepted. This decision will be final. If a late appeal is not accepted, the trainee will be issued with a Completion of Procedures letter within ten working days of receipt of the review stage academic appeal.
48. Where additional evidence and/or clarification is requested from the trainee, this should be submitted to the BECTT Office by the given deadline. Should it not be received by this date, the appeal will be assessed on the evidence provided with the original submission.

49. Following the initial assessment, the Strategic and Finance Board or nominee will determine whether the review stage appeal should be reconsidered by a newly convened Panel or, in consultation with a senior representative of the awarding institution be rejected.

### **Reconsideration by the Panel**

50. Where the Strategic and Finance Board or nominee determines that a review stage appeal should be reconsidered by a Panel, the Panel will be convened as detailed in paragraph 31, with different membership to the original Panel who considered the appeal at the formal stage. The Panel will normally meet within twenty working days of receipt of the review stage appeal.
51. The BECTT Office will send a copy of the review stage appeal form and supporting evidence submitted by the trainee along with the documentation submitted and considered at the formal stage to the new Panel.
52. On receiving a review stage appeal, the Panel will reconsider the decision made at the formal stage in accordance with paragraphs 32 to 35. The Panel will notify the Strategic and Finance Board or nominee of their decision, giving a clear rationale for the decision.
53. If the Panel decides that the appeal should be upheld, the Strategic and Finance Board or nominee, via the BECTT Office, will notify the trainee and the relevant Assessment Board of the decision, normally within five working days of the Panel meeting, and the appeal will proceed in accordance with paragraphs 39 to 40. In such cases, the trainee will be issued with a Completion of Procedures letter by the BECTT Office following the meeting of the Assessment Board.
54. If there is no change to the formal stage decision, the Strategic and Finance Board or nominee will consult a senior representative of the awarding institution to agree that the appeal should be rejected. The Strategic and Finance Board, on behalf of the senior representative of the awarding institution, will notify the trainee in writing, through the issue of a Completion of Procedures letter, within ten working days of the Panel meeting. The Assessment Board will also be notified of the outcome in writing.

### **Rejection of Review Stage Appeals**

55. Where the Strategic and Finance Board or nominee determines that the appeal should be rejected, the appeal will be referred to a senior representative of the awarding institution for consideration.
56. If the senior representative determines that the appeal should be reconsidered by a Panel, the appeal should proceed in accordance with paragraphs 50 to 54.
57. If the senior representative confirms that the appeal should be rejected, the trainee will be informed in writing of the outcome of their review stage appeal through the issue of a Completion of Procedures letter. Trainees can expect to receive this letter within twenty five working days of receipt of the review stage appeal by the BECTT office.
58. If the review stage appeal is rejected, this decision is final and there is no further right of appeal within BECTT. Trainees may be able to seek a review by the OIA (see paragraph 59).



### **Further right to appeal**

59. Trainees who are dissatisfied with the outcome of their review stage appeal may be able to seek a review by the OIA should the case be eligible under the OIA's rules (see <http://www.oiahe.org.uk/>). Details will be provided in the Completion of Procedures letter advising the trainee of the final outcome of their review stage appeal.

### **Monitoring and Evaluation**

60. BECTT will monitor and evaluate the effectiveness of the Academic Appeals Policy and reflect upon the outcomes for enhancement purposes. A report will be submitted annually to the Strategic and Finance Board. The report will include equality monitoring data.



## ACADEMIC APPEALS FORM (Formal Stage)

You should complete this form if you want to formally raise concerns about an academic decision, including your ratified academic results or any circumstances that you believe may have affected your academic results. If the issue you are concerned about is more generally related to academic matters but not academic results, you should use the Trainee Complaints Policy (available on the portal).

Before completing this form and beginning formal procedures, you should first have attempted to resolve the matter informally (also referred to as early resolution). Support and advice is available from a number of sources – try speaking to your tutor, mentor or Course Director. The BECTT office will also provide confidential and independent advice.

To begin the formal procedure, complete this form as indicated in each section. You will need to provide details of your attempts at early resolution and attach all evidence relevant to your appeal. If you have any concerns or queries about filling in the form, the people mentioned above will be pleased to discuss these with you.

### SECTION A – YOUR PERSONAL DETAILS

Full Name			
Trainee Number			
Preferred address for postal correspondence			
		Postcode	
Telephone number			
Email address			

**NOTE:** Acknowledgement of receipt of your form and any progress updates will be sent to your email address, and copied to the address provided above.

*If the contact details above are different to those held by BECTT, please send updated contact details to the BECTT office as soon as possible.*

### SECTION B – YOUR COURSE DETAILS (if applicable)

Course title	
Year of study	
Full-time or part-time	

**SECTION C – YOUR APPEAL**

**C1: What does your appeal relate to?** *(tick all that apply and provide details below)*

<input type="checkbox"/>	A final award result
<input type="checkbox"/>	A coursework mark (including Teachers’ Standards, portfolio, tasks, reflective journal, project and physical performance)
<input type="checkbox"/>	Required withdrawal from your course
<input type="checkbox"/>	A verdict of, or penalty applied in respect of, academic misconduct (including plagiarism and/or collusion)
<input type="checkbox"/>	A refusal to permit the late submission of coursework or other decision of the Extenuating Circumstances Panel

**Please provide below details of the academic result(s) or decision being appealed**

To which pieces of work does the academic result or decision relate? (Please provide module title and component where appropriate)

What was the submission date for each piece of work noted above?

On what date did you apply for the extension or deferral of submission (if applicable)?

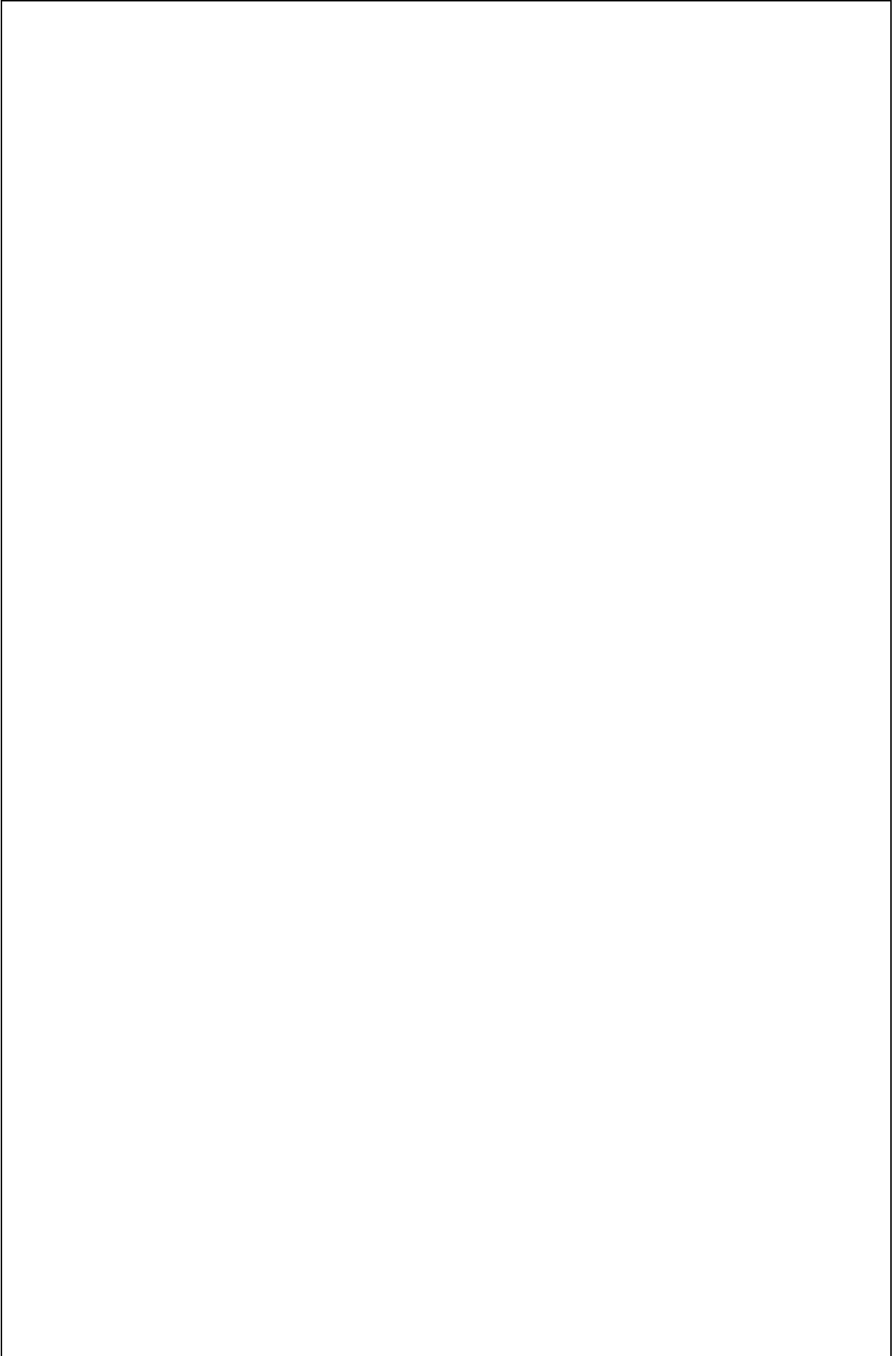
When were you informed about the academic result or decision?

How were you informed of the academic result or decision?

**C2: What are the grounds for your appeal?** *(tick all that apply and provide details below)*

<input type="checkbox"/>	Correct procedure was not followed which undermined the validity of the academic result or decision
<input type="checkbox"/>	Prejudice and/or bias on the part of the markers and/or Assessment Board affected the academic result or decision
<input type="checkbox"/>	Your performance was adversely affected by extenuating circumstances that you had not previously submitted to the Extenuating Circumstances Panel and which you could not have reasonably been expected to submit in advance of the meeting of the Assessment Board
<input type="checkbox"/>	Significant changes were made to your course without being properly communicated
<input type="checkbox"/>	Alleged unfair treatment or discrimination in the assessment process which, for good reason, has not been considered previously under the Trainee Complaints Policy

**Please explain below the reason for your appeal** *(continue overleaf if necessary)*



**C3: What attempts have you made at early resolution?:**

**Please provide below details of the action you have taken to try to resolve your appeal informally**

**C4: How would you like your appeal to be resolved?**

**SECTION D – SUPPORTING EVIDENCE**

**Please list below the evidence you are attaching to support your appeal**

***NOTE: Your appeal will be considered on paper evidence only so ensure you submit all evidence and supporting documentation relevant to your appeal***



## SECTION E – DECLARATION

I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

I agree that my appeal may be disclosed to relevant members of BECTT to the extent necessary for its consideration.

I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by BECTT to the extent necessary for the consideration of my appeal.

Signed	
Date	

### ***Where to submit your formal appeal***

Once completed, this form and your supporting evidence should be submitted to the BECTT office.

Email: [fiona@billericayBECTT.com](mailto:fiona@billericayBECTT.com)

Post: BEC Teacher Training  
c/o The Bromfords School & Sixth Form College  
Grange Avenue  
Wickford  
Essex SS12 0LZ



## ACADEMIC APPEALS FORM (Review Stage)

You should complete this form if you have been notified of the outcome of your Formal Stage Academic Appeal and are still not satisfied. If the issue you are concerned about is more generally related to academic matters but not academic results, you should use the Trainee Complaints Policy (available on the portal).

Before completing this form, it may help to seek advice about your concerns. Support and advice is available from a number of sources – try speaking to your tutor, mentor or Course Director. The BECTT office will also provide confidential and independent advice.

If you have any concerns or queries about filling in any part of the form, the people mentioned above will be pleased to discuss these with you.

### SECTION A – YOUR PERSONAL DETAILS

Full Name			
Trainee Number			
Preferred address for postal correspondence			
		Postcode	
Telephone number			
Email address			
<p><b>NOTE:</b> Acknowledgement of receipt of your form and any progress updates will be sent to your email address, and copied to the address provided above.</p> <p>If the contact details above are different to those held by BECTT, please send updated contact details to the BECTT office as soon as possible.</p>			

### SECTION B – YOUR COURSE DETAILS (if applicable)

Course title	
Year of study	
Full-time or part-time	

### SECTION C – YOUR FORMAL STAGE APPEAL

When did you submit your formal stage appeal?

What was the outcome of your formal stage appeal?

When were you informed about the outcome of your formal stage appeal?

### SECTION D – YOUR REVIEW STAGE APPEAL

**C1: What academic result/decision do you want to appeal at review stage?** *(tick all that apply)*

A final award result

A coursework mark (including Teachers' Standards, portfolio, tasks, reflective journal, project and physical performance)

Required withdrawal from your course

A verdict of, or penalty applied in respect of, academic misconduct (including plagiarism and/or collusion)

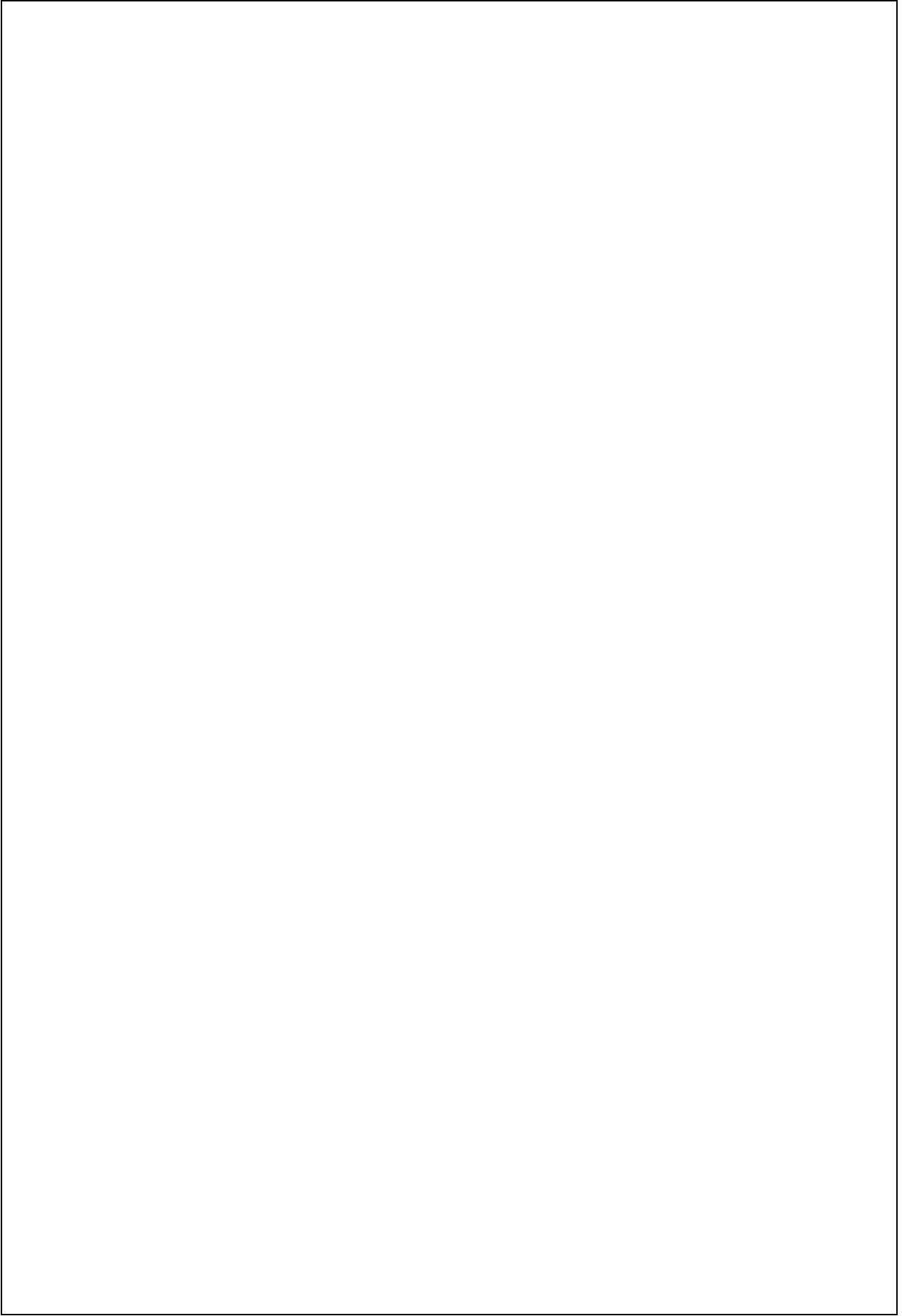
A refusal to permit the late submission of coursework or other decision of the Extenuating Circumstances Panel

**Please provide below details of the academic result(s) or decision being appealed**

**D2: What are the grounds for your review stage appeal?** *(tick all that apply and provide details below)*

<input type="checkbox"/>	You have new information to put forward that, for good reason, could not have been provided earlier in the process
<input type="checkbox"/>	There was procedural irregularity in the conduct of the formal stage
<input type="checkbox"/>	There was prejudice and/or bias, or the appearance of prejudice and/or bias, in the conduct of the formal stage
<input type="checkbox"/>	Evidence put forward at the formal stage was not fully and properly considered

**Please explain below the reason for your review stage appeal** *(continue overleaf if necessary)*



**D3: How would you like your appeal to be resolved?**

**SECTION E – SUPPORTING EVIDENCE**

**Please list below the evidence you are attaching to support your appeal**

***NOTE: Your appeal will be considered on paper evidence only so ensure you submit all evidence and supporting documentation relevant to your appeal***

## SECTION F – DECLARATION

I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

I agree that my appeal may be disclosed to relevant members of BECTT to the extent necessary for its consideration.

I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by BECTT to the extent necessary for the consideration of my appeal.

Signed	
Date	

### ***Where to submit your review stage appeal***

Once completed, this form and your supporting evidence should be submitted to the BECTT office.

Email: [fiona@billericayBECTT.com](mailto:fiona@billericayBECTT.com)

Post: BEC Teacher Training  
c/o The Bromfords School & Sixth Form College  
Grange Avenue  
Wickford  
Essex SS12 0LZ