

APD - Appeal Form

Name:
Address:
Date of submission of APD Part 1 Case Study, Or Date of APD Part 2 Professional Interview:
Date of letter notifying result: (see note #1)
Venue of Part 2 interview (town or city only):

Grounds of Appeal

I wish to appeal against the decision of the APD Part 1/Part 2 (delete as applicable) assessment as detailed above on the following ground(s).
(Delete 'Grounds' as appropriate)

Grounds for Appeal

An appeal by a candidate against a decision of an Assessment Team may relate only to the following grounds: -

- a) that my performance during the assessment was materially affected by circumstances beyond my control.
- b) that some material error or defect occurred in the administrative procedures followed by the Chartered Institute or the Assessment Team which materially affected the outcome of the assessment.
- c) that the Assessment Team did not perform its function in accordance with the Regulations or guidance, resulting in a materially different and perverse decision

My reasons (in respect at each ground(s)) are as follows: **(see note #2)**

(Continue on additional sheets if necessary)

I have read the notes accompanying this form and the appeals procedure note.

Signature: _____ **Date:** _____

Please return this form to: CIEH, Education Unit, Chadwick Court, 15 Hatfields, London SE1 8DJ

Notes: for APD Appeals Form

1. An appeal must be received at Chadwick Court not more than 28 days after the result was posted to you.
2. Give the justification for each of the grounds of appeal on which you are basing your appeal. Make sure you strike out those grounds on which you are not appealing.
3. In considering making your appeal you should consider whether your reasons are such that you believe that, if correct, they could have lead to a materially different and perverse result. For a successful appeal you will need to show, to the satisfaction of the appeal panel, that this condition holds.
4. The appeal panel's purpose is not to review the evidence presented by you in your case study and/or at the interview in respect of your demonstrating your professional skills, or the decision reached by the assessment panel. The appeal panel can only consider evidence presented by you in respect of the specific grounds for appeal identified on the appeal form. If your appeal is in relation to ground (III) the panel will consider the process of the assessment and whether or not the panel acted as it should. The panel cannot take a view on whether or not you should have passed the APD, as they will not reassess the case study (studies) not were not present at the interview and may not be APD assessors.