APPEALS PROCEDURE FOR BCPC EXAMINATIONS

You have the right to appeal to the Training Committee on the grounds of incorrect procedure regarding the examination process followed by the Counselling Academic Board, but not on its decision. In the first instance, you should contact your tutor, who will talk through the appeals procedure with you.

1.   An appeal may only be made against an Academic Board decision regarding the awarding of the Diploma if the procedures were not adhered to and be on the basis that:

       a)   the process was not carried through correctly
       b)   the decisions were not based on BCPC examination criteria
       c)   the Academic Board was not in possession of all relevant facts.

2.   An appeal must be lodged within three months of the Academic Board's decision.

3.   If a candidate wishes to lodge an appeal, they should first discuss with their tutor at the tutorial following the Academic Board meeting at which a decision about their submission was made. The tutor should ensure that the candidate is aware of the appeals procedure. S/he should discuss the Academic Board's decision with the candidate to ensure that the candidate understands it and why it was made.

4.   If the candidate still wishes to appeal, s/he should write to the Chair of the Training Committee to explain on which of the grounds they wish to appeal.

5.   The Chair of the Training Committee will then contact the Chair of the Academic Board and the External Examiner to confirm to them that an appeal has been made and will send all relevant documentation to him/her.

6.   The External Examiner is entitled to ask for any other documentation in the course of his/her enquiries and to meet with the parties (Chair of the Academic Board, Chair of the Training Committee, Tutor, and appellant) if s/he needs to.

7.   The External Examiner will, having made a decision, write a report that will be sent to the Chair of the Academic Board, Chair of the Training Committee, Tutor, and appellant.

8.   The decision made by the External Examiner is final.