

F1 ANNUAL REVIEW OF COMPETENCE PROGRESSION (ARCP) OUTCOME 4 APPEAL FORM

Appeals must be submitted within **one calendar month** of notification of the decision.

* Complete all sections of the form.
* Remain within the word limit (1200 words) and limit your submission to the facts of the case. You may attach supplementary documentation to support your appeal.
* Please submit the completed form to the Postgraduate Dean via [academic-appeals@nottingham.ac.uk](mailto:academic-appeals@nottingham.ac.uk)

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| --- | --- |
| Title: | Forename(s): |
| Family name / Surname: | |
| Contact Address: *(Where correspondence related to the appeal should be sent)* | |
| Contact telephone number(s): | |
| Email Address: | |

**Section 1** **- Grounds for appeal**

To appeal an F1 ARCP Outcome 4, you must be able to demonstrate that one (or more) of the following circumstances apply.

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|  | **Procedural irregularity**: That parts of the documented assessment procedure were not applied correctly and this disadvantaged the trainee significantly enough to have materially affected the decision made, rendering it unsound. |
|  | **Prejudice or bias:** That prejudice or bias on the part of one or more of the assessors took place and can be proven or there are reasonable grounds to support the perception of prejudice or bias. |
|  | **Manifestly unreasonable**: The decision making body took a decision which no reasonable person would find comprehensible. You must provide substantive argument as to why this is the case. |
|  | **Performance in assessment was affected by extenuating circumstances**  The trainee’s performance was materially affected by circumstances which were, for good reason, not fully communicated and evidenced to the assessors at the time the decision was made. |

**Section 2 – Trainee’s summary**

* Please summarise your reason(s) for appealing.
* Do not exceed **1200** words. Appeals exceeding this word limit will be rejected.
* The information you provide in this section will be used to make an initial consideration of your appeal.

**Section 3** - **Supporting documentation**

Please list any documentation you have attached in support of your appeal. Any evidence or appendices relevant to the appeal must be submitted at the same time as the form and clearly referenced and labelled. All documentation should be in English and the translation of any documents should be done by an accredited translator

**Section 6 – Signature**

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| Signature |  |
| Date |  |