



FACULTY OF PHARMACEUTICAL MEDICINE

OF THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM

APPEALS PROCEDURE

Candidates may appeal against a decision of the Board of Examiners. An appeal may be based on one of the following grounds:

1. Exceptional personal circumstances; the candidate must have made the invigilator / examiners aware of such circumstances at the time of the examination. Information provided after the day of the examination shall not be taken into account.
2. Deviation from the examination procedures that disadvantaged the candidate.

An appeal must be made in writing to the Chair of the Education Committee, specifying the claimed grounds for the appeal. It may refer to one or more sections of the examination. The appellant should indicate whether they wish to attend a meeting of the Appeals Panel should the Panel consider that there were adequate grounds for appeal. The appeal must be received in the Faculty office within *five* weeks of the date of the letter informing the candidate of their examination result.

The appeals process comprises two stages conducted by a Panel appointed specifically for this purpose:

1. In Stage 1, the Appeals Panel shall meet at a pre-arranged time within *two* weeks of the deadline for receipt of appeals to consider the grounds for appeal. If the Panel considers that there are inadequate grounds, an appeal may be dismissed at this stage. If the Panel considers there are adequate grounds for appeal, it will be referred to the second stage.
2. In Stage 2, the Appeals Panel shall meet to consider whether an appeal can be upheld. If the appellant has previously indicated their desire to attend the meeting, this will be held at a mutually convenient date but no later than *four* weeks after the first meeting of the Panel. The appellant may be accompanied by a supporter (no more than one). If the appellant has previously indicated that they do not wish to attend the meeting and the Panel consider they have

sufficient evidence on which to base a decision, the second stage may be conducted at the same meeting as the first stage.

The date for the Stage 1 Appeals Panel meeting shall be fixed before adjudication of the results of the examination. The Appeals Panel will comprise:

1. A representative of one of the Royal Colleges of Physicians, who will chair the Panel.
2. The Chair of the Education Committee* of the Faculty. Exceptionally, this may be delegated to another senior member of the Board of Examiners who has not been intimately involved in setting or marking the relevant sections of the examination.
3. The President of the Faculty or a deputy appointed by the President, who is a Fellow currently serving on the Board of the Faculty.

In the period between Stage 1 and Stage 2 meetings, the Chair of the Appeals Panel shall endeavour to collect information that may be relevant to a decision on the validity or otherwise of an appeal. Invigilators, examiners or the Chair of the Board of the Examiners may be requested to provide information in writing prior to or orally at the meeting. The Chair of the Panel may also request relevant written papers to be remarked by another pair of examiners if this has not already been done during the adjudication of the examination by the Board of Examiners. Having collected as much evidence as felt necessary and taken account of representations by the appellant, the Panel shall deliberate in private. It is expected that the Panel shall take performance in all sections of the examination into account when coming to a decision.

Decisions of the Panel may be to:

1. uphold an appeal and pass a candidate who had previously been deemed to have failed
2. uphold an appeal but, having insufficient evidence that the candidate is capable of obtaining a pass, may invite the candidate to retake the full examination at a future annual sitting, free of charge
3. reject an appeal

The panel shall communicate its final decision to the Appellant within *one* week of the formal meeting. No further appeal against rejection of an appeal is permitted. The decision of the Appeals Panel is final.

*The Chair of the Education Committee may attend meetings of the Officers of the Board of Examiners, pre-adjudication meetings, oral examinations as an observer/advisor but should not participate actively in setting or marking of papers or invigilation.