

Appeals Procedure for BCPC Examinations (Advanced Counselling Diploma)

1. An appeal may only be made against a 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 out correctly
 - b. The decisions were not based on BCPC examination criteria
 - c. The Counselling Academic Board (CAB) was not in possession of all relevant facts.
2. An appeal must be lodged within 3 months of the CAB's decision
3. If a candidate wishes to lodge an appeal, following the Board meeting at which a decision regarding their submission was made they should first discuss this with their tutor to ensure that the Board's decision has been understood, and the candidate is aware of the appeals procedure.
4. If the candidate still wishes to appeal, they should write to BCPC Director to explain on which of the grounds they wish to appeal.
5. BCPC Director will then contact the Course Leader to confirm to them that an appeal has been made and will request that all relevant documentation is sent to them.
6. The BCPC Director is entitled to ask for any other documentation in the course of their enquiries and to meet with the parties (Course Leader, Tutor, and appellant) if they need to.
7. The BCPC Director having made a decision, submits a report to the Course Leader, Tutor, and appellant.
8. If the appellant is dissatisfied with the outcome of the appeal, they may, within 10 working days of receiving notification that the internal appeal procedures of BCPC have been completed, request a Review of the academic appeal process by the BCPC External Examiner for the Counselling Diploma
 - a. That there is new and relevant evidence that the appellant was demonstrably and for the most exceptional reasons unable to present to the BCPC Director during the appeal process.
 - b. That the appeal regulations and procedures were not complied with in such a way that materially affected the decision.
 - c. That the decision reached was unreasonable based on the information that had been available to BCPC Director when the case was considered.