

# Society Appeals Process FAQs



The British  
Psychological Society

**Before you submit an appeal, you may wish to read our frequently asked questions:**

- **Can you tell me if I have grounds for an appeal and will it be successful?**

It is up to you to decide to appeal or not. You will have to demonstrate why you believe you have grounds for appeal based on the information in the relevant booklet.

We cannot advise you whether or not your appeal will be successful.

- **How do I pay the fee for an appeal?**

You can send a cheque with your appeal submission or you can make a card payment over the phone by telephoning the Appeals Manager on:

+44 (0)116 252 9919

Please note that the appeal fee payment **must** be received at the same time as submitting your appeal and within the two month deadline for submitting your appeal.

- **Is there a form I need to use to submit my appeal?**

Currently we do not have a specific form for this purpose.

Instead, all appeals must be made in writing, with copies of all relevant documentation, and posted to the [Society's Office](#) within two calendar months of the date of the letter/email communicating the decision.

- **I don't agree with the decision I have received in relation to membership of the Society, admissions to the Society's registers or conferment of post-qualification awards. Can I appeal?**

If you require clarification or further information on the decision you have received, in the first instance you should contact the person who informed you of this decision.

If you have further information that you believe will support your application you may wish to discuss this with the person processing your application.

Simply disagreeing with the decision is not sufficient grounds for an appeal.

However, you may decide to submit an appeal if you believe the decision demonstrates that the criteria and rules were improperly applied in an individual case or that due process in the assessment of an application was not followed.

## **Specific questions about appeals against a decision of the Society's Qualifications Board:**

- **I don't agree with the decision I have received for my assessment/examination. Can I appeal the decision?**

Simply disagreeing with the decision is not sufficient grounds for an appeal. However, you may decide to submit an appeal if you believe the decision demonstrates that the regulations governing the qualification were improperly applied in an individual case, or that due process in the examination or assessment of a candidate was not followed.

If you require clarification or further information on the decision, or for your results/feedback you should follow the guidance outlined in the decision letter you have received or contact the Qualifications Team.

- **What information is useful to include in my appeal?**

You should read the Regulations and Candidate Handbook for your qualification.

You also need to read the appropriate appeals booklet (found under the "Membership & Standards" tab) to help you identify the specific grounds for appeal.

Documentation and/or information you submit to support your appeal should clearly identify the regulations and/or processes that may not have been adhered to.

- **In relation to grounds for appeal, what do you mean by further information that may have a bearing on the result of the examination or assessment that has become available subsequent to a decision being made?**

Normally this refers to extenuating circumstances, and will be assessed on a case by case basis.

However, this does not mean that you cannot submit an appeal if your appeal is not in relation to extenuating circumstances.

You may feel that it is appropriate to submit your appeal on the grounds that you have further information that may have a bearing on the result of the examination or assessment that has become available subsequent to a decision being made.