

Appeals & Special Consideration Policy



This policy explains the process to candidates who wish to appeal against an examination result.

1. An appeal must be in writing , set out clearly and in detail and sent to
Mr Mark Chandler
Head of Examinations & Registration
The Old Dairy
Godmersham Park
Godmersham
Canterbury
Kent CT4 7DT
or by email to: mchandler@abdo.org.uk
2. The Head of Examinations & Registration will acknowledge receipt of an appeal within 3 working days.
3. If the substance of the appeal is not clear, ABDO will seek clarification from the candidate.
4. The Head of Examinations will thoroughly investigate the content of the appeal and may include forwarding the appeal and any relevant paperwork to other appropriate person(s).
5. The conclusion will be reviewed/approved by the Director of Professional Examinations and the Head of Examinations and the outcome sent to the candidate within 28 days of receiving the original letter/email.
6. If the candidate does not accept the findings, the appeal will then be referred to an Independent Reviewer for a final decision and the outcome sent to the appellant. There is a fee for this service which is refundable if the appeal is upheld.
7. If the appeal is upheld at any stage of the process and in the opinion of the review calls into question the integrity of the examination, the matter will be referred to the Examination Board for urgent consideration.
8. The Head of Examinations & Registration will log all appeals and contact against members contact history.
9. Candidates presenting themselves on the day of the examination are deemed to be fit and well. If any adjustments or considerations need to be actioned, these need to be communicated on the relevant forms to the Examinations Department.