

## **REVISED TERMS AND CONDITIONS FOR APPEALS FOR SPECIAL CONSIDERATION FOR EXAMS**

### **Exceptional circumstances shortly before or on the day of exams**

CIMA has a process in place which allows you to appeal for special consideration if you feel that your performance in any or all of your exams was adversely affected by exceptional personal circumstances, such as temporary illness or the death of a close relative, or there was a problem at your exam centre on the day of the exam.

All appeals for special consideration must be submitted in writing **by the student**. Appeals submitted by employers, other family members or tuition providers on behalf of a student, will not be accepted.

In all cases your appeal must be accompanied by medical or other appropriate evidence, such as a doctor's certificate or death certificate. If you need to send in copies of supporting documents these must be endorsed as authentic copies. All appeals, other than those for problems at exam centres that are not supported by documentary evidence, cannot be considered.

You should also apply to the Examinations and Assessment Oversight Panel if you have **missed one of your Strategic level exams on the first sitting**, through illness or any other mitigating circumstances. The EAOP will assess your case and decide whether your results should be voided.

Appeals for special consideration should be sent in as soon as possible after the exam concerned but must be submitted no later than 28 June for May exams and 28 December for November exams.

**Appeals for special consideration for the March 2012 exam must be submitted no later than Friday 16 March 2012.**

Appeals for special consideration will **NOT** be accepted after the deadline under any circumstances.

You should be aware that a successful appeal for special consideration can only result in a small adjustment to your overall mark. It is unlikely to be of use if you have missed out several questions or whole sections of the exam.

There is no charge for an appeal.

### **How to submit an appeal for special consideration**

If you feel your circumstances are such that you merit special consideration you should send details of the circumstances, together with all supporting documents, as soon as possible after the exam concerned, to:

**The Secretary  
EXAMINATION APPEALS  
CIMA Examinations & Assessment Oversight Panel,  
C/o Examinations and Assessment Dept  
26 Chapter Street,**

## **London SW1P 4NP**

CIMA will acknowledge receipt of your appeal within 5 working days. You should retain the receipt as proof of your appeal. Note that communication by email is acceptable only to register your intention to make an appeal. Telephoned appeals cannot be accepted and we will not discuss the details of your appeal by telephone.

### **How your appeal will be considered**

All correctly submitted appeals will be considered by the Appeals Working Party of CIMA's Examinations & Assessment Oversight Panel (EAOP) and appropriate recommendations will be made to the CIMA EAOP.

CIMA's EAOP will consider the recommendations of the AWP in all appeal cases and make the final decision regarding the appeal including any adjustment to the student's mark, based on the evidence set before the Board.

The marks you receive in your Result Letter will reflect the decision of the EAOP.

The decision of the EAOP is final.

Appeals challenging academic judgement will not be accepted.

**All enquiries regarding appeals for special consideration should be emailed to the following address: [exams.consideration@cimaglobal.com](mailto:exams.consideration@cimaglobal.com)**