

**BAR  
STANDARDS  
BOARD**

REGULATING BARRISTERS

## Bar Course Aptitude Test (BCAT)

### Stage 3 BCAT Complaints Form

This form is to be completed in relation to the Stage 3: Formal Review of Decision at Stage 2 of the BCAT Complaints Policy and Procedure, from candidates / BPTC applicants in relation to the BCAT. This form should be sent to the Head of Education and Training (or nominee) at [BCAT@barstandardsboard.org.uk](mailto:BCAT@barstandardsboard.org.uk)

The form may be accessed in other formats for further assistance please contact the email address above.

**Please note you should not introduce any new complaints at this stage. Please note ALL fields are mandatory.**

#### Section 1: Personal details

Candidate BPTC application number and BCAT ID number(if applicable)	BPTC:  BCAT ID:
Name (print in block capitals)	
Address for correspondence	
Telephone contact (include mobile number)	
Email contact	
Have you completed a BCAT Test?	Yes / No

If so, in which Pearson Vue  
centre did you take the test?

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**Section 2: Grounds for Review**

Please complete one or both sections below to confirm which grounds you are submitting to request a review at Stage 3

<b><u>There is substantial new information which was not available at Stage 2 and for good reason (8.1.1 of the BCAT Complaints Policy and Procedure)</u></b>		Tick ✓
<b>i. List substantial new information to support your grounds. (include reasons for not submitting information at an earlier stage)</b>		
<b>ii. Date (s) on which the new information first occurred.</b>		
<b>iii. List any documents you are submitting as evidence for the review.</b>	<b>Description of Documents</b>	<b>Signature</b>
(Documents may contain sensitive material, under the Data Protection Act 1998 we are required to obtain your consent for members of the Bar Standards Board to view this personal data. Please indicate your consent by signing next to each document listed, without consent, the documents cannot be accepted as forming part of the review).		


**iv. Please state your preferred outcome (s).**

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<b><u>There was a failure to follow the procedures at Stage 2 which has significantly disadvantaged the candidate (8.1.2 of BCAT Complaints Policy and Procedure)</u></b>		<b>Tick</b> ✓
<b>i. List evidence of a failure in the procedures at Stage 2 which significantly disadvantaged your case.</b>		
<b>ii. Date (s) on which the failure occurred.</b>		
<b>iii. List any documents you are submitting as evidence for the review.</b>  (Documents may contain sensitive material, under the Data Protection Act 1998 we are required to obtain your consent for members of the Committee to view this personal data. Please indicate your consent by signing next to each document listed, without consent, the documents cannot be accepted as forming part of the appeal).	<b>Description of Documents</b>	<b>Signature</b>

<b>iv. Please state your preferred outcome (s).</b>		

**Section 3: Declaration**

**I declare that the information given in this form is true to the best of my knowledge and that I would be willing to answer further questions relating to it if necessary.**

**Signed:**

**Date:**

(If completing this form electronically please print your name at this point)