



Bar Training Resit (BTR)

Information for Candidates

Spring 2025

Thank you for your interest in the Bar Training Re-sit (BTR) programme. We hope that the following document will answer many of your questions about the programme structure and presentation of the programme.

Should you have further questions, please contact the BTR team at BTR@bpp.com.

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Main point of contact

- The main point of contact for any queries is **BTR@bpp.com** – **do NOT use the student query form on the HUB**
- The team will endeavour to respond to all emails within 24 – 48 business hours.
- Please communicate any changes to BPP, including changes to personal details and address(es) so we can keep our records up to date.

What is the Bar Training Re-sit (BTR) Programme?

The Bar Standards Board (BSB) has been exploring the possibility of enabling students who commenced their Bar training from September 2020 onwards to take further re-sits of assessments they must pass in order to be eligible to be Called to the Bar (which the BSB regulates), even if they have reached the maximum number of permitted re-sits for the academic award with their training provider such as a Postgraduate Diploma or LLM (which the BSB does not regulate).

BPP worked closely with the BSB and, in Winter 2023, ran a pilot of the Bar Training Re-sit (BTR) programme, initially for BPP students only. As a result of successful completion of the pilot, the BTR is now offered to students who have undertaken Bar Training at other providers and who meet the criteria for entry.

The BTR is a **non-award programme**. It allows successful candidates to be Called to the Bar if they successfully complete all the elements of vocational Bar training prescribed by the Bar Standards Board. In successfully completing all elements of the required vocational training, candidates will **not** receive any academic award (such as a Postgraduate Diploma or LLM) either from their original training provider or from BPP (if BPP is not their original provider).

Please note that students who have only completed part one of a two-part vocational course cannot join this programme, as they would not have been exposed to any teaching for the part-two elements. Anyone who has passed only part one of a two-part vocational course and wishes to continue with Bar studies, must complete part two of the vocational course first. **It will not be possible to register at BPP to sit part two assessments, unless evidence can be provided that part two of the vocational course has been completed in full.** Additional or refresher training in preparation for the re-sits will be possible whilst at BPP, however, this will not be considered an alternative to the completion of the part-two teaching.

Applicants **must have exhausted any appeals and/or extenuating circumstances (or equivalent) process** and must have received their final transcript (which includes all final results) from their original Bar Training provider **before** applying for the BTR. Applicants are not eligible for the BTR in the event they have any Bar Training results pending from their original Bar Training provider. Whilst BPP will check transcripts and a candidate's MyBar record, it remains the candidate's responsibility to confirm they are eligible for the BTR.

The BTR runs three times per year (Spring sit, Summer sit and Winter sit). This means there are three available assessment opportunities each year, in which candidates may sit their outstanding modules. If eligible for the programme, candidates may choose how they spread their assessments across the

sits, provided all BSB required modules are sat within five years of the date on which they commenced their vocational Bar training at their original course provider. **Please note that BPP will require clear evidence of the date the candidate started at their original provider.**

BPP strongly encourages candidates to attempt all outstanding assessments across a maximum of three sits, as this is likely to increase prospects of successfully completion.

When planning assessments, please note that some assessments utilise the same set of papers. This means that if a candidate has multiple assessments to sit, it is sensible to sit some of those assessments together within one sit. The following assessments use the same set of case facts:

- **Conference Skills, Cross Examination, and Examination in Chief**
- **Opinion Writing and Legal Research**

If further information is required about this, please contact the programme team on BTR@BPP.com.

Applying for the BTR at BPP

- Applications must be submitted to BTR@bpp.com
- To apply the following must be submitted:
 - A fully completed and signed application form
 - A clear passport copy (in colour)
 - UKVI share code as proof of UK visa validity, if providing a non-UK / non-Irish passport and residing in the UK
 - All previous Bar Training final transcripts – these must clearly show the start date of the original Bar Training programme, all results received for the Bar Training vocational components, and which components have been passed/failed.
 - Candidates who have previously postponed their BTR training or assessments must submit postponement confirmation from BPP (this is normally an email confirmation sent once the postponement request has been accepted and processed)
 - Candidates who have a successful academic appeal or review of results outcome must provide confirmation of this
 - Candidates who have a successful extenuating circumstances outcome must provide confirmation of this

Application process

- Making an application for the BTR does not guarantee that a place will be offered. If a candidate is eligible for a place, but there are no places available on the sit applied for, they will be placed on a waiting list for the next available sit. Candidates on the waiting list will then be given priority in respect of available places once the next sit opens for applications. The BTR team reserves the right to allocate available places on the programme at its complete discretion, and consideration will be given to how long an applicant has left to complete all outstanding modules.
- Applications must be submitted before the closing date stated on the application form. The deadline will not be extended, and applications received after this date will not be accepted.

- Applications will be processed in the order in which they are received. The time this takes depends upon the volume of applications received, but we aim to process applications in 1-3 business days. Upon offering you a place on the sit, the BTR team will communicate payment instructions via email, at which point payment can be made. **Please do not pay before the application has been processed, as this may result in delay to the application being confirmed.**
- Payment can be made by bank transfer or by card over the phone.
- Applications will not be accepted after the closing date.
- **BTR fees need to be paid in full by the application deadline to confirm a place on the sit.**
- It is not possible to pay in instalments.

Returning / postponed candidates

- If a candidate has previously applied for the BTR, is a BTR re-sitter, or has postponed their place from a previous sitting, they must submit a new application form, including all supporting documents, as BPP does not keep these on file across sittings.
- This requirement also applies where a candidate must sit an assessment again following a successful extenuating circumstances application.
- If a candidate has previously applied, paid, and postponed, the funds are held on their student account to be used towards their future programme fees.
- Candidates should submit their postponement confirmation email or letter, along with a completed application form, transcript and passport copy.

Cancellations and postponements

- After an application for the BTR has been processed, a candidate may cancel their application or postpone their start date to a subsequent sit **up until the deadline specified in the application form** (in accordance with the Terms and Conditions set out in the BTR application form). A cancellation/postponement form should be requested from BTR@bpp.com.
- Cancellation or postponement request forms must be submitted by the deadline specified in the application form. Late cancellations and postponements are not accepted.
- All cancellations and postponements are subject to an **administration fee**, and this is detailed in the cancellation/postponement request form.
- For cancellations that are accepted, the administration fee will be deducted from the amount refunded.
- For postponements, the administration fee will be deducted from the fees paid, and the remaining fees paid will be held on the candidate's student account to use at the next chosen sitting.
- Please be aware that cancellations or postponements are not accepted without a completed cancellation/postponement form.
- Cancellation or postponement confirmations must be saved for future reference and for future applications for the BTR.
- Any postponement or cancellation applications or requests received after the deadline specified in the application form and booking confirmation will result in all fees being forfeited.

- If a candidate is unable to attend the course elements they have signed up for, but has not applied for a cancellation or postponement prior to the deadline, all paid fees will be forfeited, as per the terms and conditions specified in the application form. This does not affect the candidate's ability to apply for Extenuating Circumstances in respect of assessments, as to which see [Extenuating Circumstances and Extensions](#) below.

English language requirement

- The course and assessments will be taught and examined in English. This will require a good level of both oral and written skills in English.
- Please note that the Bar Standards Board states the following Competence regarding English language in the **Professional Statement for Barristers** should be demonstrated by all candidates before enrolment:

"Barristers will exercise good English language skills. They will have an effective command of the language and be able to use it appropriately, accurately and fluently so as to handle complex and detailed argumentation. They will use correct English grammar, spelling and punctuation. Barristers should use correct and appropriate vocabulary, English grammar, spelling and punctuation in all communications. Barristers should speak fluent English."

You must be able to demonstrate that your English language ability is at least equivalent to:

- *A minimum score of 7.5 in each section of the IELTS academic test, or*
- *A minimum score of 73 in each part of the Pearson Test of English (academic).*

Membership to an Inn of Court

- As a former vocational Bar Training student, all candidates should already be a member of one of the Inns of Court.
- Inn Membership **is necessary** so that a successful BTR candidate can be called to the Bar of England and Wales.
- Candidates should indicate on their BTR application form which Inn of Court they have joined. This is to facilitate the timely release of assessment results to the relevant Inn.
- Advice and guidance on Inn membership is available from the Inns of Court directly.

Preparing for the BTR

- Preparation for the BTR is mostly independent, as candidates will already have received teaching at their previous Bar Training provider.
- However, BPP recognises the importance of being fully and properly prepared for assessments and offers additional training, including the opportunity to take formative assessments (mocks) and receive feedback. These are particularly valuable learning opportunities, as they provide insight as to how a candidate would have been graded in a real assessment, and feedback on how to improve before the actual assessment.

- It is the aim of the Bar Standards Board and of BPP that assessments should be sufficiently rigorous to maintain the high standard of entrants to the Bar of England and Wales. The assessments are difficult. In order to prepare, BPP **highly recommends** that candidates take advantage of the training offered. All BPP's training is undertaken by experienced tutors and/or practitioners, many of whom also teach and assess on BPP's Barrister Training Course.
- Candidates should be aware that some exercises used for the purposes of BTR training are the same as those used on the BPP BTC.
- Attending assessments with no preparation is not advisable.
- You may undertake training multiple times if you wish (but you must apply and pay for training in each sit, as required).
- All candidates will receive access to the **Hub**. This is an online portal for candidates. Hub access will be made available as soon as possible after a full application has been made, accepted, processed and payment received. It is essential that candidates engage with the Hub, as it contains key information about the modules they are signed up to undertake.
- **Further information on the Hub is available [here](#).**
- **If a candidate has signed up just to take BTR assessments, they will be given access to a Hub page which will contain important information about the assessment format, syllabus, and assessment criteria. It will not contain any additional BPP training materials.**
- If, in addition to assessments, a candidate signs up for BPP training, their Hub portal will contain additional training materials to assist with revision and preparation for assessments.
- **A candidate's Hub access remains live for the elements of the programme they are enrolled on (i.e. training and/or assessment only), for the duration of the sit. Access will terminate at the end of each sit.** Candidates should ensure that they have downloaded and saved any resources that they may need before their Hub access expires and should be aware that they will be required to keep themselves up to date with any changes to law and/or procedure after the point of download. Further Hub access will only be granted if a candidate applies for training and/or assessments within a subsequent sit and Hub access will only be granted in line with that application.
- Candidates will be provided with access to the BPP online library, which is provided by BPP's Library team. This contains a wide selection of online resources, including the online versions of the White Book and Blackstone's, but will not necessarily provide access to all recommended syllabus texts. In addition, you will be expected to purchase any hard copy textbooks you require, including those on the permitted materials lists for assessments (should you wish to have those with you during the exams). **Candidates will be able to use their Hub login details to access the online library [here](#).** This will be available after a full application has been made, accepted, processed and payment received.

Training and Assessments

Training and preparatory sessions	
Civil Litigation (online)	<p>This consists of two full days of training which are designed to assist you in your revision and preparation for the BSB Centralised assessment in Civil Litigation. These workshops cover a broad overview of examinable topics, plus practice MCQs on each area and tips to help focus your revision. You can choose whether to sign up to one day, or both.</p> <p>Day 1, covering:</p> <ul style="list-style-type: none">- Theme 1: Alternative Dispute Resolution methods- Theme 2: Pre-action matters and associated costs- Theme 3: Commencing and responding to a claim. <p>Day 2, covering:</p> <ul style="list-style-type: none">- Theme 4: Early dismissal of claims and additional claims- Theme 5: Progressing and defending the claim (interim hearings, case management and evidence, further evidence, and settlement)- Theme 6: Concluding the claim and appeals / enforcement.
Civil Litigation revision webinar (online)	<p>This is not a substitute for undertaking the 2-day training session, but this 2-hour revision webinar provides you with an opportunity to ask questions relating to the Civil Litigation centralised assessment.</p>
Criminal Litigation (online)	<ul style="list-style-type: none">- This consists of two full days of training which are designed to assist you in your revision and preparation for the BSB centralised assessment in Criminal Litigation, Evidence and Sentencing. These workshops will cover a broad overview of examinable topics, plus practice MCQs on each area and tips to help focus your revision.
Criminal Litigation revision webinar (online)	<p>This is not a substitute for undertaking the full day Criminal Litigation training session, but this 2-hour revision webinar provides you with an opportunity to ask questions relating to the Criminal Litigation centralised assessment.</p>
Professional Ethics (online)	<p>During this full-day training session, you will consolidate on your revision in professional ethics and work with your colleagues and trainer to discuss a number of scenarios which give rise to ethical issues, considering how these might best be resolved in accordance with the duties within the BSB Handbook and associated Guidance. You will have the opportunity to practice answering and discussing Multiple-Choice and Single Best Answer Questions, to help prepare you for the BPP Professional Ethics Assessment.</p>

Professional Ethics revision webinar (online)	This is not a substitute for undertaking the full day Professional Ethics training session, but this 2-hour revision webinar provides you with an opportunity to ask questions relating to the Professional Ethics assessment.
Advocacy and Witness Handling (online)	<p>Three full days of training are available. You may sign up to each day independently. The training is structured as follows:</p> <p>Day 1 – Lectures in Witness Handling and Submission Advocacy.</p> <p>Day 2 – Witness Handling. You will work in small groups practicing your skills in cross-examination and examination-in-chief. You will then undertake a formative assessment (mock) in each skill and receive feedback from your trainer. Just like the assessment and to make the experience more realistic, an actor will play the witness in your formative assessment.</p> <p>Day 3 – Submission Advocacy. You will work in small groups practicing your submission advocacy skills. You will then undertake a formative assessment (mock) and receive feedback from your trainer.</p>
Submission Advocacy (Civil Applications) workshop (online)	This 2-hour small group workshop incorporates practice and assessment preparation in submission advocacy (civil applications). You will prepare for and perform part of an application. You will receive feedback on your performance and on your skeleton argument, to help prepare you for your assessments.
Witness Handling Mini-Trial workshop (online)	This 2-hour small group workshop incorporates practice and assessment preparation in cross-examination and examination-in-chief. An actor will role play the witnesses you are to examine. You will receive feedback on your performances from your trainer to help you prepare for the assessments.
Conference Skills (online)	This 2-part workshop is designed to help you practice the skills needed to succeed in the conference skills assessment. During the first session, you will work with your trainer to better understand how to plan for and undertake an effective client conference. During session 2 you will perform a formative conference assessment (mock). Just like in the assessments, an actor will role play the client. You will receive feedback on your performance from your trainer to help you prepare for the assessments.
Drafting (online)	This 2-part workshop is designed to help you practice the skills needed to succeed in the Drafting Assessment. During the first session, you will work with your trainer to better understand how to produce an effective statement of case. You will be provided with the opportunity to undertake a formative assessment (mock), which you will produce and submit in the period between the two sessions. This will be marked by your trainer and feedback will be

	provided. During session 2 you will review the formative assessment and learn how you might have improved on your work.
Opinion Writing/Legal Research (online) <i>(Whilst these are two separate modules, we recommend studying them together as the assessments take place at the same time)</i>	<p>This 2-part workshop is designed to help you practice the skills needed to succeed in the Opinion Writing and Legal Research Assessments. During the first session, you will work with your trainer to better understand how to write a good quality Opinion and document your research effectively in a Research Trail.</p> <p>You will be provided with the opportunity to undertake a formative assessment (mock), which you will produce and submit in the period between the sessions. This will be marked by your trainer and feedback will be provided. During session 2 you will review the formative assessment and learn how you might have improved on your work.</p>

Assessments	
Civil Litigation (in-person)	<p>Paper one: A pen-and-paper assessment taken in person lasting 2 hours.</p> <p>The Civil Litigation Paper 1 assessment is a closed-book supervised assessment consisting of multiple-choice questions or single-best-answer questions.</p> <p>For closed-book assessments, candidates are not allowed to bring any paper and the venue will provide rough paper.</p> <p>Paper two: A pen-and-paper assessment taken in person lasting 2.5 hours.</p> <p>The Civil Litigation Paper 2 assessment is an open-book supervised assessment consisting of multiple-choice questions or single best answer questions with 7 rolling case scenarios of 5 questions and 5 standalone questions in person with pen and paper.</p> <p>Candidates are permitted to take Volumes 1 and 2 of the White Book into this assessment. The materials candidates are permitted to use are:</p> <ul style="list-style-type: none"> - A copy of the White Book, which can be highlighted and annotated.* - Sticky page markers, which can be used to mark sections of the White Book** - Sticky notes with annotations in the White Book but candidates may not interleave the pages with loose sheets or other material. - Candidates are not permitted to use any additional loose material.

	<p>*Annotations: the BSB has confirmed that candidates are permitted to write annotations in the blank pages of the White Book. There is no qualification of the definition of 'annotation'.</p> <p>**Sticky notes/Sticky page markers: a sticky note/sticky page marker is something that has its own adhesive which allows it to be stuck to the White Book but also removed. Sticky Notes/Sticky page markers would not therefore include paper that is permanently stuck, glued or stapled on or inside the White Book**</p>
Criminal Litigation (in-person)	<p>A pen-and-paper assessment taken in person lasting 3 hours.</p> <p>The Criminal Litigation assessment is a closed-book supervised assessments consisting of multiple-choice questions or single-best-answer questions.</p> <p>For closed-book assessments, candidates are not allowed to bring any paper and the venue will provide rough paper.</p>
Professional Ethics (in-person)	<p>A pen-and-paper assessment taken in person lasting 2 hours.</p> <p>The Professional Ethics assessment is a closed-book supervised assessment consisting of multiple-choice questions or single-best-answer questions.</p> <p>For closed-book assessments, candidates are not allowed to bring any paper and the venue will provide rough paper.</p>
Submission Advocacy (Civil Applications) (online)	<p>15-minute oral assessment consisting of making a civil application, plus a marked written component comprising a skeleton argument.</p> <p>Assessment materials are provided in advance.</p>
Advocacy Witness handling – Cross Examination (online)	<p>15-minute oral assessment consisting of cross examining a witness (played by an actor), plus a mandatory written component comprising a case theory and trial strategy document.</p> <p>Assessment materials are provided in advance.</p>
Advocacy Witness handling – Examination in Chief (online)	<p>15-minute oral assessment consisting of examining in chief a witness (played by an actor), plus a mandatory written component comprising a case theory and trial strategy document.</p> <p>Assessment materials are provided in advance.</p>
Conference Skills (online)	<p>Oral assessment</p> <p>Candidates must perform 20 minutes of a conference in a criminal case with their client played by an actor.</p>

	Candidates must produce a conference preparation note limited to 3 sides of A4 in font Arial 11.
Drafting (in-person)	<p>A supervised assessment, taken in person and lasting 3 hours.</p> <p>Candidates will be required to draft a statement of case.</p> <p>One week prior to the assessment, Candidates will be supplied with a briefing sheet outlining the broad areas of law which will form the basis of the assessment. Candidates are supplied with a list of permitted materials which can be taken into the assessment.</p> <p>Candidates are required to use their own laptops during this assessment and will be required to attend one of BPP's designated assessment venues.</p>
Opinion Writing (coursework, online)	<p>Coursework – 7 days.</p> <p>Candidates receive a set of case papers and are required to undertake legal research and write an Opinion with a maximum word limit of 4000 words.</p>
Legal Research (coursework, online)	<p>Coursework – 7 days.</p> <p>This assessment is based on the same set of case papers used for the Opinion Writing assessment. The Legal Research element is separately assessed through the requirement to produce a legal research trail of no more than 2000 words.</p>

Written assessment terminology clarification

- **Single Best Answer Questions** are questions where a user is asked to pick only one answer from a pre-determined set of responses of two or more options. The single best answer (SBA) format of multiple-choice questions (MCQ) is recognised to be better suited to the assessment of the higher levels of knowledge.
- **Short answer questions** are typically composed of a brief prompt that demands a written answer that varies in length. They are most often used to test knowledge of key facts and terms.

Programme delivery method

- Training sessions for Professional Ethics, Criminal Litigation and Civil Litigation will be via Adobe Connect or Teams and a link will be supplied with a link via the Hub approximately one week before the session is due to take place.
- Day one of the 3-day Advocacy training (Lectures) will be via Adobe Connect and a link will be supplied via the Hub, approximately one week before the session is due to take place.
- Days two and three of the 3-day Advocacy training will be via Teams, and a link for each day will be sent approximately one week before the session is due to take place. This will be sent to the candidate's **BPP email account**.

- The following workshops will also be delivered via Microsoft Teams and candidates will receive a link approximately one week before each session is due to take place. Links will be sent to **BPP email addresses**:
 - Submissions Advocacy (Civil Applications);
 - Witness Handling Mini-Trial;
 - Conference Skills;
 - Drafting;
 - Opinion Writing and Legal Research.
- Professional Ethics, Criminal Litigation and Civil Litigation assessments will all be traditional, timed, and invigilated pen and paper exams at a BPP approved assessment venue. Further instructions relating to the sitting of these assessments (including arrangements to attend an assessment venue), will be supplied in advance of the assessment.
- The Drafting assessment will be a timed, invigilated assessment at a BPP approved assessment venue. A Drafting briefing sheet is released via the Hub one week in advance of the assessment, which tells you the broad areas of law you are required to be familiar with for the purpose of drafting your statement of case.
- Conference and all Advocacy/Witness Handling assessments will be via Teams, and candidates will receive an invitation for their assessment timeslot(s) approximately one week before the session, sent to their **BPP email account**. Opinion Writing/Legal Research is a time limited coursework assessment. Papers will be released via the Hub, where candidates will also find information relating to how to submit their assessment. Submissions for these assessments will be via Turnitin – which will be located in the relevant **Hub** pages.

Hard copy materials

- Candidates will not be supplied with any hard copy materials by BPP for the BTR.
- The Criminal Litigation syllabus states that the set text to utilise is Blackstone's Criminal Practice 2025, inclusive of Supplement 1 to Blackstone's Criminal Practice 2025. However, we do not recommend that candidates purchase this text as the exam is closed book in nature. Access of the electronic version is provided via BPP's online library.
- The Civil Litigation syllabus texts are the White Book 2024 and The Jackson ADR Handbook (Third Edition, 2021). Candidates will have access to the electronic version of the White Book only, but not of The Jackson ADR Handbook via the BPP online library. BPP does not supply hard copies of any materials or textbooks as part of the BTR Programme. **Candidates should purchase and/or are permitted to take their own hard copies of Volumes 1 and 2 of the White Book for the open-book Paper 2 assessment. The materials candidates are permitted to use are:**
 - A copy of the White Book, which can be highlighted and annotated.*
 - Sticky page markers, which can be used to mark sections of the White Book**
 - Sticky notes with annotations in the White Book but candidates may not interleave the pages with loose sheets or other material.
 - Candidates are not permitted to use any additional loose material.

***Annotations:** The BSB has confirmed that candidates are permitted to write annotations in the blank pages of the White Book. There is no qualification of the definition of 'annotation'.

****Sticky notes/Sticky page markers:** a sticky note/sticky page marker is something that has its own adhesive which allows it to be stuck to the White Book but also removed. Sticky Notes/Sticky page markers would not therefore include paper that is permanently stuck, glued or stapled on or inside the White Book**

- Full copies of the BSB Syllabus documents for the centralised assessments are available to be viewed on the Hub.
- The 'permitted materials' list for the Drafting assessment includes a hard copy of the Drafting Manual by City Law School (edited by Davit Emmet), Oxford University Press. You can purchase this directly from Oxford University Press or from other retailers, such as Amazon. BPP does not supply a hard or soft copy of this book as part of the programme.

Mock papers and training material

- Once enrolment for the sitting has been confirmed by BPP and Hub Access has been granted, candidates who have opted for training can access training materials for self-study on the BPP Hub. Assessment-only candidates will gain access to key assessment information.
- Candidates who are taking the centralised assessments in either Civil Litigation or Criminal Litigation will get access to BSB Mock papers through the BPP Hub. Answers and marking guides are supplied so that candidates can self-assess their performance.
- Material for the 3 days of advocacy training will be released on the BPP Hub **approximately one month** before the sessions are due to take place.

Turnitin guidance

- For the assessments listed below, candidates will be required to make submissions using Turnitin. Submissions by email to the BTR mailbox will **not** be accepted:
 - Drafting (during the 3-hour timed, in-person assessment)
 - Opinion Writing
 - Legal Research
 - Skeleton Argument for Submission Advocacy (Civil Applications)
 - Case Theory Trial Strategy Notes for Advocacy Witness Handling (Cross Examination and Examination in Chief)
 - Conference Preparation Note for Conference Skills
- Submission in Turnitin is straightforward and should be done by clicking on the link provided on the Hub for an individual assessment.
- Turnitin will accept any file:
 - that is less than 100MB;
 - that has a minimum of 20 words; and
 - that is less than 800 pages.
- Further Turnitin submission guidance can be found [here](#).

Requesting additional tutoring / support

- Candidates will be expected to prepare for training sessions and assessments independently and to participate fully in any training activities. This is so that all attendees get the most benefit from the sessions.
- Whilst there is a dedicated BTR programme team to answer any administrative queries, **BPP does not offer personal tutors for this programme.**
- BTR candidates are expected to prepare by familiarising themselves with the syllabus and the BSB Handbook.
- All queries should be directed to BTR@bpp.com to see if the BTR team will be able to assist. If a candidate has academic queries, they are welcome to send an email and the BTR team may be able to request the answer from a tutor, but this cannot be guaranteed.

Learning support

- Candidates can apply for Learning Support Arrangements to be put into place via the BPP Learning Support Team. If a candidate has a learning difficulty, disability or health condition that may impact their studies, it is important that they contact the Learning Support Team by email at LearningSupport@bpp.com once their application is confirmed, as BPP may be able to implement reasonable adjustments so candidates can access services and participate fully in their learning. Any previous Learning Support Arrangements that have been in place prior to enrolment on the BTR will not automatically apply, but candidates may wish to share details of this with the Learning Support Team.
- The information that candidates supply to BPP will only be used to provide appropriate support and is voluntary.
- **The deadline for the Learning Support team to arrange reasonable adjustments is one month before the assessment date. Please be aware that if the deadline is missed, BPP may not be able to assist in getting Learning Support Arrangements implemented in time for the assessments.** It is the candidate's responsibility to engage with the Learning Support Team in an efficient manner.

Visa applications

- Due to the nature of the BTR, a Confirmation of Acceptance for Studies (CAS) is not issued.
- If candidates are required to attend assessments in the UK, Standard Visitor Visa letters are provided (upon request) rather than Short Term Study visa letters or CAS.
- If a candidate chooses an assessment location outside of their home country, they are responsible for ensuring that they have the correct visa in time.
- Standard Visitor Visa letters are only provided if requested by a candidate by emailing BTR@bpp.com at the time of application **and** indicating on the application form.
- Standard Visitor Visa letters are only provided once a full application along with supporting documents has been received, accepted by BPP and payment received in full.
- Standard Visitor Visa letters will not be provided until the above have been actioned and a candidate has received a Booking confirmation document from the BTR team.
- Please be aware that it is the candidate's responsibility to apply for their visa and to do so within a timely manner.
- It is the candidate's responsibility to apply for their own visa and to apply for this in time to enter the desired country to sit their assessments before the closing date. The BTR team and BPP Visa Compliance team are not able to assist with visa applications.

International students who are residing in the UK

- If a candidate is an 'International Student', meaning a non-UK or non-Irish National who has limited leave to remain in the United Kingdom, and who is residing in the UK at the time of application, when providing a coloured copy of their non-UK or non-Irish passport, they must also supply evidence of their UK visa validity such as their UKVI Share Code together with their application.

IT support and the BPP IT Service Team

- Throughout the programme, candidates will use a wide range of technology.
- Throughout their time at BPP, the central BPP IT Service Desk will provide guidance and support to candidates with any IT or technology issue related to their studies.
- All candidates should first contact the BTR team with any queries/issues.
 - If needed, an IT ticket on the IT service portal for students can be raised [here](#)
 - Alternatively, candidates can contact the BPP IT Service Desk during business hours on **+44 (0)3300 603 850**.
 - When contacting the IT team, the candidate will need to provide their BPP student number, BPP email address and any other information as required for identification and resolution of the issue.

Bring Your Own Device Policy

- To ensure candidates can participate fully in the programme, all candidates will need to have their own device to access online learning materials, carry out activities/training and take some of the assessments (for example, Advocacy).

- If a candidate is a sponsored student, they should check with their employer/sponsor what their policy is on providing equipment for help with their studies.
- **If a candidate is sitting the Drafting assessment, they will also need a laptop and charger for the assessment. No laptop(s) or charger(s) will be supplied by BPP or the assessment venue. Candidates are strongly advised to ensure that their laptop has the desktop version of Microsoft Word downloaded and installed, as the online version of Word can cause formatting issues.**

BPP email account

- Candidates will have a BPP Microsoft 365 email account provided, including a BPP email address, to log into the Hub and access to a suite of Microsoft applications.
- Emails can be accessed here: <https://www.outlook.com/my.bpp.com>
- A BPP email address will be provided to candidates once applications have been processed and payment received (and confirmed as received by the Finance department). Emails from the BPP system will be sent to the candidate's personal email address with instructions to activate their BPP email account including setting up Multi-Factor Authentication (MFA) for the account.
- It is the candidate's responsibility to have their BPP email account activated and set up in a timely manner, and any issues with access should be raised with the BTR team immediately at BTR@bpp.com.
- **It is the candidate's responsibility to check their BPP email account regularly for all communications from BPP. Once candidates are successfully enrolled and have an active BPP email address, BPP will not communicate with candidates via any personal or business email addresses regarding programme related matters.**

Resetting or changing BPP password

- Once candidates have activated their BPP email account and set up Multi-Factor Authentication (MFA), they can reset or change the password for their BPP email account by following the steps according to the specific scenarios set out below:
 - (a) Changing **Current (not forgotten)** BPP password with MFA already set up:
 1. Click [here](#) to reset BPP password
 2. Enter the full BPP email address under 'User ID', e.g. j.smith@my.bpp.com
 3. Enter the current BPP password under 'Old password'
 4. Create and confirm the new password
 5. Click the 'Submit' button then the BPP password will be updated.
 - (b) Changing **Forgotten** BPP password with MFA already set up:
 1. If a candidate has forgotten their BPP password, click [here](#) to set a new password
 2. Enter the full BPP email address under 'Email or Username', e.g. j.smith@my.bpp.com
 3. Complete the CAPTCHA, then click the 'Next' button
 4. On the next page, select the 'I forgot my password' option, then click the 'Next' button
 5. Choose one of the available verification options

6. On the next page, create and confirm the new password
7. Click the 'Finish' button then the BPP password will be updated.

- If MFA has not been set up or there are any issues related to MFA or resetting a password, the candidate must contact the BPP IT Service Desk during business hours on **+44 (0)3300 603 850**.

Logging into an Adobe Connect session

- Click on the Adobe Connect link that will be provided closer to the session.
- Select the '**Join as guest**' option and type in the full name as provided to BPP

Join as guest

Name

Type here

By entering a Name & clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) & [Privacy Policy](#).

Continue

- If you experience an issue launching the session, please install the Adobe Connect application on your device following one of these links: [for Windows](#) or [for MacOS](#)
- If you are accessing the Adobe Connect session from your browser, please use Google Chrome.
- It is advised for you to use a headset to enable interaction with the tutor and minimise the risk of audio feedback/echo.

Training and assessment times

- All training and assessments will be scheduled per **UK timings** i.e., GMT or BST (GMT+1).
- Candidates are responsible for ensuring training and assessments are attended on time.
- If a candidate is unable to attend their assessment, they should email BTR@bpp.com in advance of their scheduled assessment time for guidance on the options that are available to them.
- Late attendance may result in candidates not being able to complete assessments. BPP cannot guarantee that a further assessment time slot will be available.

Results

- All BTR results must go through academic processes of marking, moderation and approvals via a BPP exam board before they can be released to candidates.
- The result release date(s) will be posted on the Hub for each sitting.
- On the day results are released, the Exams team will send a link to candidates to access and view results **via their BPP email account**.
- The Exams team **do not** deal with matters relating to extenuating circumstances and academic appeals.
- The pass mark for all BTR assessments is **60** or a 'P' for Pass. The BTR programme is a Pass/Fail Course, as the BSB simply requires that candidates pass all required modules to the relevant

standard, in order to be eligible for Call to the Bar. However, BPP will supply candidates with a percentage mark and corresponding indicative grade, according to BPP's grade boundary classifications (Fail, Merit, Distinction). This is for information purposes only. There will be no 'capping' of such indicative marks regardless of the number of sittings taken to pass.

Extenuating Circumstances and Extensions

Extenuating Circumstances

- Applications for extenuating circumstances on the BTR are determined by **the Office of Regulation and Compliance (ORC) and must be submitted via the Hub.**
- Extenuating circumstances are where a candidate experiences an unforeseeable or unavoidable circumstance prior to or during an assessment/examination which may have a negative impact on their academic performance. These circumstances may:
 - (a) be affecting a candidate at the moment they are due to submit their coursework or sit an examination, **stopping them from sitting/submitting**
 - (b) have affected a candidate at the moment they submitted their coursework or sat their examination, **having an effect on their performance**
- The candidate would be granted a concession if the decision maker accepts that extenuating circumstances, supported by objective and authoritative evidence, have affected the candidate's assessment. **This concession would result in the voiding of that assessment attempt. It would not result in any adjustment, increase or reconsideration of the original mark.**
- **If the application is successful and the assessment attempt is deleted from the candidate's exam record, the candidate would be expected to re-sit this assessment at the earliest opportunity. A successful application for extenuating circumstances will mean that the original mark will not be processed, and candidate's will not find out what mark they would have received in the assessment, but for making the application. Candidates are encouraged to think carefully before making an application, and seek advice if required (as to which, see below).**
- **Applications for extenuating circumstances must be made no more than 10 working days after the assessment took place or was due.** Where a candidate applies to the Extenuating Circumstances process ahead of their examination to report that they will be absent and unable to attend, they must do this, where possible, by 12 noon on the last working day before the examination. If students apply by this deadline, they will normally hear of the outcome of their application prior to the examination, but there may be circumstances where this is not possible, and they will hear as soon as possible on the outcome of their application. Late applications will not be considered unless the candidate is able to show that they were mentally or physically unable to submit their application within the time limit. This must be accompanied by evidence which also supports reasons for handing in the application late.
- The application must be accompanied by objective and authoritative evidence which shows the time and character of the circumstances.
- Additional Guidance on Extenuating Circumstances can be found on the BPP Students' Association Website [here](#).

Fit to sit

- In the case of examinations, where a candidate is affected by unforeseen/unavoidable circumstances they should not proceed to sit the examination, but rather apply for extenuating circumstances. Such an application will not however be accepted unless it is supported by authoritative evidence (e.g., candidate must have a valid and evidential reason for not sitting the examination). A candidate who proceeds to sit the examination without declaring the unforeseen/unavoidable circumstances affecting them at the time of sitting the examination will be considered “fit to sit”. Only under very exceptional circumstances will Extenuating circumstances be considered for a candidate post-examination. It is therefore important candidates raise issues with their ability to sit an examination prior to the date of examination and seek advice and guidance on whether their circumstances merit the submission of an extenuating circumstances application.
- The submission of coursework or attendance at an examination normally precludes the ability to apply for extenuating circumstances, unless: a) In the case of examinations only, where a candidate is affected by unforeseen circumstances beyond their control after starting the examination, but before the end of the examination, they can make an extenuating circumstance application. This includes technical issues where the candidate is affected during the examination and the issue is believed to have impacted them. b) In the case of both examinations and coursework submissions, where the candidate is subsequently diagnosed as having been suffering from a condition at the time of the assessment, of which, for a reason supported by evidence, they were unaware of at the time of assessment, they can make an extenuating circumstance application. c) In the case of both examinations and coursework submissions, where the candidate at the time of submitting coursework or sitting an examination, was suffering from a condition which impaired their ability to make a rational judgement when sitting or submitting the assessment, they can make an extenuating circumstance application. In all of the above cases, the candidate must believe these circumstances affected their performance in the assessment, and in each case they must provide objective and authoritative evidence of their condition.

Assessment extensions

- Where a candidate considers that because of illness or other good cause there are valid reasons for seeking an extension to the deadline for handing in an assessment, they may apply to the BTT team for an extension upon submission of evidence.
- **The application for an extension must be: a) received by 12:00 noon on the last working day before the deadline b) on the prescribed Extension Form, which should be requested via BTT@BPP.com. Please do not use any Form in the Hub’s Help and Support section or submit this via a Student Query Form. The completed application form must be submitted directly via email to BTT@bpp.com.**

Appeals of results and Verification of marks

- This section contains a summary of the Verification and Appeals processes.
- **Please note there is a different process for the BSB centralised assessments, which are written and marked by the BSB. The BSB has its own procedures in place to enable Candidates to request either a clarification of the arithmetical transcription of their marks or a review of the Central Examination Board. The BSB processes can be found on the BSB's website within the Curriculum and Assessment Strategy here: [BSB Curriculum and Assessment Strategy](#).**
- Firstly, you are reminded of two key points:
 1. We employ a rigorous marking process which includes internal moderation of marking as well as oversight from our External Examiners.
 2. You are not able to challenge your results on the basis of 'academic judgment' i.e. if you disagree with the marker's judgment of your performance. Please note, this is the practice of all Higher Education providers.
- There are two ways of challenging your mark:
 1. Verification – this means an administrative check that the marks on your paper have been added up and inputted correctly. Your paper will not be remarked.
 2. Appeals – You are able to appeal a result (relating to a BPP assessment) based on one or more defined grounds [see below].

Verification Process

- The Administrative Verification form can be obtained by emailing VerificationOfResults@bpp.com. You must submit this form within **10 working days of receiving your results**, following the instructions set out on the form itself. There is currently a fee of £25 per verified assessment so you are only advised to use this process if you strongly believe there has been an error. If the verification process finds that there has been an error in either the adding up or recording of your marks, the Academic Appeals Board will use the verification report to correct the mark. You will also receive a full refund of the individual assessment fee. If there is no finding of any administrative error in the adding up or recording of your marks, the result as approved by the Board of Examiners will stand.

Appeals

- If you are considering appealing, you must have valid grounds for doing so.
- A candidate may only appeal where:
 - (a) there is reasonable ground supported by authoritative and objective evidence to believe that there has been an administrative or procedural error of such a nature as to have affected the outcome of the investigation or result; or
 - (b) the decision in the case was manifestly unreasonable; or
 - (c) there is new evidence that for good reason, objectively and authoritatively documented, could not be submitted earlier.

- Please note that appeals have limited scope and **matters of academic judgement cannot be appealed**. This means that you cannot challenge any comments made in your feedback or the mark received.
- All submitted appeals must be accompanied by completing the online application form on the Hub/My Applications/University Academic Appeals in the drop-down menu. You must support your academic appeal application with documented evidence supporting your ground(s) of appeal. Where possible this evidence should be authoritative and independent.
- **An academic appeal should be lodged within 20 working days of receiving results**, or in appeals cases relating to administrative verification 10 working days following written receipt of the outcome. A late appeal will only be accepted if the Appeal Officer is satisfied that circumstances exist which made it reasonable for the appellant not to have applied within the period specified above. Evidence of grounds of a late appeal must be supplied by the appellant.
- You are reminded again that 'academic judgment' i.e. not agreeing with the score that the assessor awarded you, does not constitute a valid ground of appeal.

Feedback

- Feedback for assessments is usually provided 2-3 weeks after the results have been released.
- Candidates will be notified when feedback is available to view via Turnitin.
- If the BSB has produced feedback for the centralised Civil Litigation and/or Criminal Litigation assessments, these will be provided to candidates to their BPP email account.
- Candidates should download and retain a copy of their feedback on their own device as their Hub access will be discontinued at the conclusion of each sitting (unless they subsequently re-enrol).

Re-sits

- Candidates can apply to re-sit outstanding assessments at their next chosen sitting. **Candidates are not automatically re-enrolled to re-sit, and must submit a fresh application for each sitting in which they wish to sit assessments.**
- The same application process must be followed each time – submitting a completed application form to BTR@bpp.com, together with a passport copy and all previous result cards/transcripts along with making payment of the appropriate fees.
- **Following this process is mandatory. A candidate will not be entered for any assessment and/or entitled to sit an assessment unless they have received confirmation from the BTR Team that they have been enrolled on the sit.**
- All candidates have **unlimited re-sit opportunities** within a five-year period of the date on commencing Bar training with their original provider. Candidates may choose when they sit each of their remaining assessments, provided that they are completed within the five-year window prescribed by the BSB.
- Candidates are strongly advised to attempt all remaining re-sits at the next available opportunity as this will increase the prospects of completing all assessments within the time limit.

Pupillage and Call to the Bar

- Once you have completed your assessments, you are eligible to apply for pupillage. For details of current pupillage vacancies, please refer to the [Pupillage Gateway](#) website, administered by the Bar Council.
- You can enquire with your Inn of Court directly regarding the pupillage process.
- After successful completion of the required assessments and the requisite number of Qualifying Sessions, you will be eligible for Call to the Bar of England and Wales.

