



# **Bar Training Resit (BTR)**

## **Information for Candidates**

### **Winter 2025**

Thank you for your interest in the Bar Training Resit (BTR) programme at BPP. We hope that the following document will answer many of your questions about the programme structure and information on the BTR.

Should you have further questions, please contact the BTR team at [BTR@bpp.com](mailto:BTR@bpp.com).

## **Contents**

<b>Main point of contact .....</b>	<b>4</b>
<b>What is the Bar Training Resit (BTR) Programme? .....</b>	<b>4</b>
<b>Applying for the BTR at BPP .....</b>	<b>5</b>
<b>Application process .....</b>	<b>5</b>
<b>Returning / postponed candidates .....</b>	<b>6</b>
<b>Cancellations and postponements .....</b>	<b>6</b>
<b>English language requirement .....</b>	<b>6</b>
<b>Membership to an Inn of Court .....</b>	<b>7</b>
<b>Preparing for the BTR .....</b>	<b>7</b>
<b>Training and Assessments .....</b>	<b>8</b>
<b>Written assessment terminology clarification .....</b>	<b>12</b>
<b>Programme delivery method .....</b>	<b>13</b>
<b>Hard copy materials .....</b>	<b>13</b>
<b>Mock papers and training material .....</b>	<b>14</b>
<b>Turnitin guidance .....</b>	<b>14</b>
<b>Requesting additional tutoring / support .....</b>	<b>15</b>
<b>Learning support .....</b>	<b>15</b>
<b>Travel and Visas .....</b>	<b>15</b>
<b>International students who are residing in the UK .....</b>	<b>16</b>
<b>IT support and the BPP IT Service Desk .....</b>	<b>16</b>
<b>Bring Your Own Device Policy .....</b>	<b>16</b>
<b>BPP Account and Multi-factor Authentication (MFA) .....</b>	<b>16</b>
<b>Resetting or changing BPP password .....</b>	<b>17</b>

<b>Logging into an Adobe Connect session .....</b>	<b>17</b>
<b>Training and assessment times.....</b>	<b>17</b>
<b>Results.....</b>	<b>18</b>
<b>Extenuating Circumstances and Extensions .....</b>	<b>18</b>

Extenuating Circumstances:..... 18

Fit to sit: ..... 19

Assessment extensions:..... 19

<b>Appeals of results and Verification of marks.....</b>	<b>19</b>
--	-----------

Verification Process: ..... 20

Appeals:..... 20

<b>Feedback.....</b>	<b>21</b>
<b>Re-sits.....</b>	<b>21</b>
<b>Call to the Bar and Pupillage .....</b>	<b>21</b>

## **Main point of contact**

- The main point of contact for any queries is **BTR@bpp.com** – **do NOT use the student query form.**
- 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 Resit (BTR) Programme?**

The Bar Standards Board (BSB) explored the possibility of enabling students who commenced their Bar training from September 2020 onwards to take further re-sits of assessments so they could 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** on their original Bar Training Course, and must have received their 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 a candidate's MyBar record and submitted transcripts/result documents, it remains the candidate's responsibility to confirm they are eligible for the BTR before applying.

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](mailto:BTR@BPP.com).

### **Applying for the BTR at BPP**

- Applications must be submitted to [BTR@bpp.com](mailto:BTR@bpp.com)
- To apply the following must be submitted:
  - A fully completed and signed application form
  - A clear copy of your passport photo page in colour
  - If you are providing a non-UK / non-Irish passport and residing in the UK at the time of application, your UKVI share code as proof of your UK visa validity in the relevant section of the application form
  - MyBar unique identification number, in the relevant section of the application form
  - For new applicants:
    - If original Bar Training provider is not BPP: 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 component, and which modules have been passed/failed
    - If original Bar Training provider is BPP: If previous Bar Training final transcripts are available then these should be submitted, otherwise the BPP Student Record Number (SRN) should be provided in the relevant section of the application for internal checking of relevant academic records
  - If you have previously postponed your BTR training or assessments, you must submit postponement confirmation from BPP; this is normally an email confirmation sent once the postponement request has been accepted and processed
  - If you have a successful academic appeal or review of results outcome, you must provide confirmation of this
  - If you have a successful extenuating circumstances outcome, you must provide written confirmation of this

### **Application process**

- Making an application for the BTR does not guarantee that a place will be offered. If you are eligible for a place, but there are no places available on the sit applied for, you 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.
- You must submit your application with all required supporting documents 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.
- All 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 and receiving a unique payment reference number in writing, as this may result in delay to your application being confirmed.**
- Payment can be made by bank transfer or by card.

- Applications will not be accepted after the closing date.
- **BTR fees must be paid in full by the application deadline to confirm a place on the sit.**
- Payment plans, i.e. paying just a deposit or paying by instalments, are not possible.

### **Returning / postponed candidates**

- **There is no automatic re-enrolment across sittings.** If you have previously applied for the BTR, re-sitting, or postponed from a previous sitting, you must complete and submit a new application with all relevant supporting documents, to indicate your intention to join the relevant sitting.
- This requirement also applies where you must sit an assessment again following a successful Extenuating Circumstances or Academic Appeal application.
- If you have previously applied, paid, and postponed, the funds are held on your student account to be used towards fees of the same programme in the future.

### **Cancellations and postponements**

- After your BTR application has been processed, you may cancel your application or postpone your 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.
- You can request a copy of the cancellation/postponement form by emailing [BTR@bpp.com](mailto: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 you are unable to attend the course elements you have signed up for, but have 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 your 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, you 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.
- **You must commence your vocational component of Bar Training within six years of admission to the Inn, and complete all pre-Call requirements (e.g. passing all Bar Training vocational assessments and completion of Qualifying Sessions) within five years of your Bar Training enrolment start date.** Failure to comply with either of these requirements will result in your Inn membership being removed except where there has been a successful application to the Inn for the relevant time limit to be extended.
- You should indicate on the BTR application form of your Inn of Court membership. This is to facilitate communicating to your Inn for Call eligibility upon your programme completion.
- 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 you will already have received teaching at your previous Bar Training provider.
- BPP recognises the importance of being fully and properly prepared for assessments, therefore training is offered to you, including the opportunity to take formative assessments (mocks) and receive feedback. These are particularly valuable learning opportunities, as they provide insight as to how you 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 you 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.
- Some exercises used for the purposes of BTR training are the same as those used on the BPP BTC.
- Attending assessments with little or no preparation is not advisable.
- You may undertake training multiple times if you wish, however you must apply and pay for training in each sit, as required.
- All candidates will receive access to the **Hub**. This is a central online learning environment 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 you have signed up to take BTR assessments only, your Hub 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, you sign up for BPP training, your Hub account will contain additional training pages to assist with revision and preparation for assessments.
- **Your 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.
- You 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 during those assessments. **You 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**

<b>Training and preparatory sessions</b>	
<b>Civil Litigation (online)</b>	<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"> <li>- Theme 1: Alternative Dispute Resolution methods</li> <li>- Theme 2: Pre-action matters and associated costs</li> <li>- Theme 3: Commencing and responding to a claim.</li> </ul> <p>Day 2, covering:</p> <ul style="list-style-type: none"> <li>- Theme 4: Early dismissal of claims and additional claims</li> <li>- Theme 5: Progressing and defending the claim (interim hearings, case management and evidence, further evidence, and settlement)</li> <li>- Theme 6: Concluding the claim and appeals / enforcement.</li> </ul>
<b>Civil Litigation revision webinars (online)</b>	<p>This is not a substitute for undertaking the 2-day training. These revision webinars are run for all Bar Training students sitting the centralised assessments and provide an opportunity for you to ask questions on the syllabus content and listen</p>



	to the answers to questions asked by others. They take the form of 2 x 2-hour webinars, held on the same day.
<b>Criminal Litigation (online)</b>	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.
<b>Criminal Litigation revision webinars (online)</b>	This is not a substitute for undertaking the 2-day training. These revision webinars are run for all Bar Training students sitting the centralised assessments and provide an opportunity for you to ask questions on the syllabus content and listen to the answers to questions asked by others. They take the form of 2 x 2-hour webinars, held on the same day.
<b>Professional Ethics (online)</b>	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.
<b>Professional Ethics revision webinar (online)</b>	This is not a substitute for undertaking the full day of training. This revision webinar is run for all Bar Training students sitting the professional ethics assessment and provides an opportunity for you to ask questions on the syllabus content and listen to the answers to questions asked by others. It takes the form of a 2-hour webinar.
<b>Advocacy and Witness Handling (online)</b>	<p>Three full days of training are available. You may sign up to each day independently. The training is structured as follows:</p> <p><b>Day 1 – Lectures</b> in Witness Handling and Submission Advocacy.</p> <p><b>Day 2 – Witness Handling.</b> 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><b>Day 3 – Submission Advocacy.</b> 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>

<b>Submission Advocacy (Civil Applications) workshop (online)</b>	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.
<b>Witness Handling Mini-Trial workshop (online)</b>	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.
<b>Conference Skills (online)</b>	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.
<b>Drafting (online)</b>	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.
<b>Opinion Writing/Legal Research (online)</b>  <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

<p><b>Civil Litigation (in-person)</b></p>	<p><b>Paper one:</b> A pen-and-paper assessment in person lasting 2 hours. The Civil Litigation Paper 1 assessment is a <b>closed-book</b> supervised assessment consisting of multiple-choice questions or single-best-answer questions.</p> <p>For closed-book assessments, you are not allowed to bring any paper and the venue will provide rough paper for you.</p> <p><b>Paper two:</b> A pen-and-paper assessment taken in person lasting 2.5-hours.</p> <p>The Civil Litigation Paper 2 assessment is an <b>open book</b> supervised assessment consisting of multiple-choice questions or single best answer questions.</p> <p><b>You are permitted to take Volumes 1 and 2 of the White Book into this assessment.</b> The materials you are permitted to use are:</p> <ul style="list-style-type: none"> <li>- A copy of the White Book, which can be highlighted and annotated.*</li> <li>- Sticky page markers, which can be used to mark sections of the White Book**</li> <li>- Sticky notes with annotations in the White Book but you may not interleave the pages with loose sheets or other material.</li> <li>- <b>You are not permitted to use any additional loose material.</b></li> </ul> <p><b>*Annotations:</b> 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><b>**Sticky notes/Sticky page markers:</b> 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>
<p><b>Criminal Litigation (in-person)</b></p>	<p>A pen-and-paper assessment taken in person lasting 3 hours.</p> <p>The Criminal Litigation assessment is a <b>closed-book</b> supervised assessments consisting of multiple-choice questions or single-best-answer questions.</p> <p>For closed-book assessments, you are not allowed to bring any paper and the venue will provide rough paper for you.</p>
<p><b>Professional Ethics (in-person)</b></p>	<p>A pen-and-paper assessment taken in person lasting 2 hours.</p> <p>The Professional Ethics assessment is a <b>closed-book</b> supervised assessment consisting of multiple-choice questions or single-best-answer questions.</p> <p>For closed-book assessments, you are not allowed to bring any paper in and the venue will provide rough paper for you.</p>

<b>Submission Advocacy (Civil Applications) (online)</b>	<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>
<b>Advocacy – Cross Examination (online)</b>	<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>
<b>Advocacy – Examination in Chief (online)</b>	<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>
<b>Conference Skills (online)</b>	<p>Oral assessment</p> <p>You must perform 20 minutes of a conference in a criminal case with their client played by an actor.</p> <p>You must produce a conference preparation note limited to 3 sides of A4 in font Arial 11.</p>
<b>Drafting (in-person)</b>	<p>A supervised assessment, taken in person and lasting 3 hours.</p> <p>You will be required to draft a statement of case.</p> <p>One week prior to the assessment, you will be supplied with a briefing sheet outlining the broad areas of law which will form the basis of the assessment. You are supplied with a list of permitted materials which can be taken into the assessment.</p> <p><b>You are required to use your own laptop during this assessment and will be required to attend one of BPP's designated assessment venues.</b></p>
<b>Opinion Writing (coursework, online)</b>	<p>Coursework – 7 days.</p> <p>You will 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>
<b>Legal Research (coursework, online)</b>	<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 and webinars 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

- BPP does not supply any hard copy materials 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 2025 and The Jackson ADR Handbook (Fourth Edition, 2025). 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, you will be required to make submissions using Turnitin via the BPP Hub. Submissions by email to the BTR mailbox will **not** be accepted without a valid reason:
  - 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**

- You 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.**
- You are expected to prepare by familiarising yourself with the syllabus and the BSB Handbook.
- All queries should be directed to [BTR@bpp.com](mailto:BTR@bpp.com) to see if the BTR team will be able to assist. If you have an academic query, please 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 you have a learning difficulty, disability or health condition that may impact your studies, it is important that you contact the Learning Support Team by email at [LearningSupport@bpp.com](mailto:LearningSupport@bpp.com) as soon as your application is confirmed, as BPP may be able to implement reasonable adjustments so you can access services and participate fully in your learning. Any previous Learning Support Arrangements that have been in place prior to enrolment on the BTR will not automatically apply, but you 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.
- **All discussions, meetings and the provision of supporting evidence (e.g. doctor's letter, educational psychologist's assessment, etc.) for learning support requests must be complete at least five weeks prior to the first assessment date. The deadline for the Learning Support team to communicate the finalised and agreed reasonable adjustments contained in your learning support agreement to our exams team is one month before the assessment date. Please be aware that if this deadline is missed, BPP may not be able to assist in getting Learning Support Arrangements implemented in time for the assessments.** It is your responsibility to engage with the Learning Support Team in an efficient manner and early enough to maximise the prospects of any reasonable adjustments being implemented.

### **Travel and Visas**

- Due to the nature of the BTR, a Short-term Study Visa letter or a Confirmation of Acceptance for Studies (CAS) are not issued.
- If you are entering the UK to attend assessments and requires a visa, a Standard Visitor Visa letter can be provided upon request.
- Standard Visitor Visa letters are only provided if you have indicated on your application form and in writing by emailing [BTR@bpp.com](mailto:BTR@bpp.com) at the time of application. Standard Visitor Visa letters are only supplied once a full application along with supporting documents has been received, accepted by BPP, payment has been received in full, and a Booking Confirmation has been issued.
- If you are entering the UK to attend assessments and do not require a visa, passport holders of certain nationalities may still need to apply for an Electronic Travel Authorisation (ETA) to enter the UK.
- Please be aware that it is your responsibility to apply for your own visa or ETA (where applicable) and to do so within a timely manner to enable you to enter the desired country to sit your assessments.
- Due to the nature of this programme, BPP is not able to assist with visa applications.



### **International students who are residing in the UK**

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

### **IT support and the BPP IT Service Desk**

- Throughout the programme, you will use a wide range of technology.
- The central BPP IT Service Desk will provide guidance and support to all BPP candidates with any IT or technology issue related to your studies.
- You 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, you can contact the BPP IT Service Desk during business hours on **+44 (0)3300 603 850**.
  - When contacting the IT team, you will need to provide your 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 you can participate fully in the programme, you will need to have your own computer device to access online learning materials, carry out activities/training and take some of the assessments.
- If you are sponsored by your employer or an external sponsor, you should check with your employer/sponsor for their policy on supplying equipment for your studies.
- **If you are sitting the Drafting assessment, you must bring your own laptop and charger for the assessment. No laptop(s) or charger(s) will be supplied by BPP or the assessment venue. You 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 Account and Multi-factor Authentication (MFA)**

- You will have a BPP student account (my.bpp) that you will use to log into the BPP Hub and Microsoft 365 to use email and Office applications and single sign-on to the BPP Online Library.
- Your emails can be accessed on Outlook here: <https://www.outlook.com/my.bpp.com>
- A BPP email address will be provided to candidates once applications have been processed, payment has been made and confirmed as received by the Finance department. Automated 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.
- You are responsible for activating and setting up your BPP email account in a timely manner, and any issues with access should be raised with the programme team immediately at [BTR@BPP.com](mailto:BTR@BPP.com).
- As part of BPP's policy, whenever you log into your BPP account, you will need to use MFA to confirm your identity.
- **You must check your 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 you have activated your BPP email account and set up Multi-Factor Authentication (MFA), you can reset or change the password for your BPP email account on your own by following the steps:
  1. Go to this webpage: <https://passwordreset.microsoftonline.com/>
  2. Enter your full BPP email address under 'Email or Username', e.g. [j.smith@my.bpp.com](mailto:j.smith@my.bpp.com)
  3. Enter the characters for 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 and enter the associated mobile phone number
  6. On the next page, enter and confirm your 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 relevant Adobe Connect link on the day of 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).
- 'In-person' assessments sat overseas may have different start times in local time. Any timing changes will be communicated by BPP or by the external venue provider to relevant candidates if applicable, which will be subject to approval by the Bar Standards Board (BSB) and the relevant venue provider.
- You are responsible for ensuring that you attend trainings and assessments on time.
- If you are unable to attend your assessment, you should email [BTR@bpp.com](mailto:BTR@bpp.com) in advance of your scheduled assessment time for guidance on the options available to you.
- Late attendance may result in you 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 and external examiner before they can be released to candidates.
- The result release date(s) will be posted on the Hub's Programme Welcome page 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 BTR team for an extension upon submission of evidence.
- **The request 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 [BTR@BPP.com](mailto:BTR@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 request form must be submitted directly via email to [BTR@BPP.com](mailto:BTR@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:
  - We employ a rigorous marking process which includes internal moderation of marking as well as oversight from our External Examiners.
  - 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:
  - 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.
  - 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 [LawAssessmentsStudents@BPP.com](mailto:LawAssessmentsStudents@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 are reasonable grounds 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 assessment performance breakdown is usually provided 2-3 weeks after the results have been released.
- You will be notified by email 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 sent to your BPP email account.
- You should download and retain copies of all your feedback on your own device as access to the Hub pages will be discontinued at the conclusion of each sitting, unless you subsequently re-enrol.

### **Re-sits**

- You can apply to re-sit outstanding assessments at your next chosen sitting. **You are not automatically re-enrolled in the next sitting and must submit a new application for each sitting in which you wish to take training or assessments.**
- For re-sits, you are required to pay the full fee of the relevant training or assessment as listed on the application form for each sitting, unless you have supplied evidence on your application that indicate you are eligible for a partial/full waiver of fees. There are no separate re-sit 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. You may choose when you sit each of your remaining assessments, conditional to completing within the five-year window prescribed by the BSB.
- You 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.

### **Call to the Bar and Pupillage**

- 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. Your Inn of Court will determine your Call eligibility upon receiving confirmation of your completion from BPP.
- You may apply for pupillage before passing all your Bar Training vocational assessments, however you can only commence pupillage after completion. For further information on pupillage and 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.