



The Inns of
Court College
of Advocacy

Bar Course Student Handbook

2026 - 2027

Updated September 2026

CONTENTS

[Dean's Welcome](#)

[The ICCA and its Bar Course](#)

[The shape of the course](#)

- [Part 1](#)
- [Part 2](#)
- [Can you work alongside your studies](#)
- [Can you start Part 2 before you have successfully completed Part 1?](#)
- [When to start Part 2](#)

[Fees](#)

- [Non-payment of fees](#)
- [Cancellations and refunds](#)
- [What to do if you cannot pay/Hardship fund](#)

[What you can expect from us](#)

- [Office, Student Hub, and Teaching facilities](#)
- [Tutors and the role of the personal tutor](#)
- [IT resources](#)
- [IT/System Requirements](#)
- [Textual Resources](#)
- [Library resources](#)
- [Careers Service](#)

[What we expect from you](#)

- [Engagement with the course/keeping us informed](#)
- [Attendance requirement](#)
- [What to do if you cannot attend a session or are late](#)
- [Guests of the Inns](#)
- [Student misconduct](#)
- [Bullying and misconduct policy](#)
- [Workload](#)

- [Should I undertake research or other preparation before starting the course?](#)

[Student support and wellbeing](#)

- [Student welfare](#)
- [Trigger warnings](#)
- [What to do if you are worried about another student](#)
- [Inclusion plans and personalised assessment plans](#)
- [What if you need to withdraw from the course or interrupt studies](#)

[Assessments](#)

- [How students are assessed](#)
- [When and where assessments take place](#)
- [Grade boundaries, weighting, and classification](#)
- [Mitigating circumstances](#)
- [Appeals against assessment results](#)
- [What to do if you cannot attend an assessment or are late](#)
- [Help! I won't make it to the assessment on time](#)
- [Can I submit an assessment late?](#)
- [What happens if I fail one or more of my assessments?](#)

[The student voice and student activities](#)

- [Part 1](#)
- [Staff Student Liaison Committee](#)
- [Student complaints](#)
- [The role of the Office of the Independent Adjudicator](#)
- [Advocacy and mooting](#)
- [Joining an Inn and Qualifying](#)
- [Inns mentoring schemes](#)

[Contacts](#)

[External Support Services](#)

[Glossary](#)

Foreword

This Handbook is designed to be an easy reference for students on Part 1 and Part 2 of the ICCA Bar Course. It is not designed to replace the Academic Regulations or student policies which are found on the VLE [here](#).

If you have a query about the course, need welfare or other support, or cannot find an answer within this Handbook or the other sources of information it refers to, please just ask. You can use the students@icca.ac.uk email address or contact a member of staff using the Contacts section at the end of the Handbook.

Welcome from the Dean of the ICCA

Welcome to your ICCA Bar Course. We are delighted that you have chosen to study with us.

The two-part course means you will study online for your knowledge exams which are set and marked by the BSB. We will prepare you for those exams using our e-learning expertise, realistic case studies, films, podcasts, and practice questions. To date, over 12 sittings of these centralised exams, ICCA students have consistently outperformed their contemporaries. In the December 2025 assessments, students achieved an average pass rate of between 93% and 95% and 61% of students achieved a Distinction grade.

Once you have successfully completed Part 1, you will study on the face-to-face skills course in London within the precincts of the four Inns of Court. There are seven modules, which, added to your recognised prior learning of 40 credits from Part 1, lead towards your final qualification of a Postgraduate Diploma in Bar Practice awarded by King's College London.

On the ICCA Bar Course, you will receive high-quality, innovative, and flexible professional education and training, characterised by excellence in pedagogy, student experience, and student outcomes. We know that more than 70% of all Part Two students who have graduated from the ICCA have been successful in obtaining a pupillage.

We are confident that you will be more than ready for your pupillage or work-based learning. Our Bar Course is the beginning of your professional life where you will take all that you have learned at the academic stage and combine it with new-found knowledge and skills. After pupillage, you will take your place within the legal profession whether that is as a practising barrister in this jurisdiction or internationally, or in employed practice.

I hope that you meet friends for life when you are here and that your experiences on the Bar Course mean that you will look to the ICCA to support you in your chosen areas of specialism, once in practice.

I wish you every success.

Lynda Gibbs KC (Hon), Dean of the ICCA

The ICCA and its Bar Course

The Inns of Court College of Advocacy is part of the Council of the Inns of Court (COIC) which is a charity. The ICCA exists to deliver high quality, innovative and flexible training for current and future members of the Bar.

Successful completion of the ICCA Bar Course results in King's College London (the ICCA's validating academic partner) awarding a Postgraduate Diploma in Bar Practice – Level 7. It will also allow you to be Called to the Bar, provided you satisfy your Inn's other requirements.

Part 1 of the Bar Course provides 40 credits of Recognised Prior Learning. Successful completion of Part 2 provides 80 credits at Level 7.

The shape of the course

Part 1

On Part 1 you will learn:

- Civil Litigation, Evidence and Alternative Dispute Resolution (ADR)
- Criminal Litigation, Evidence and Sentencing

Part 2

You will start Part 2 in either September or March. Most students enrol on Part 2 at the earliest opportunity after completing Part 1. If you are on Part 2 you will have your timetable already. If you are studying Part 1, this document provides indicative content of what a Part 2 timetable looks like. This is just an example; your timetable will be different.

Day	Room	09:00-10:30				10:45-12:15				12:45-14:15				14:30-16:00			
		Group	Class	Session	Tutor	Group	Class	Session	Tutor	Group	Class	Session	Tutor	Group	Class	Session	Tutor
Week Seven - w/c 24th October	Monday	6 1B	Civil Advocacy	5 BP	1B	6 1B	Civil Advocacy	5 BP	1B					2iii	Criminal Advocacy	7 MF	
		7 2i	Criminal Advocacy	7 MF	2i	7 2i	Criminal Advocacy	7 MF	2i								
		8															
	Tuesday	6 1A	Civil Advocacy	5 AF	1A	6 1A	Civil Advocacy	5 AF	1A								
		7															
		8															
	Wednesday	1&2												1&2	Dean's Lecture		
		6 2A	Civil Advocacy	5 AF	2A	6 2A	Civil Advocacy	5 AF	2A								
		7 1	Opinion Writing	4 AU													
	Thursday	6 2B	Civil Advocacy	5 BP	2B	6 2B	Civil Advocacy	5 BP	2B					2	Opinion Writing	4 AU	
		7 1i	Criminal Advocacy	7 SJ	1i	7 1i	Criminal Advocacy	7 SJ	1i					1ii	Criminal Advocacy	7 SJ	
		8															

Teaching is conducted ordinarily Monday-Thursday. Where there is a Bank Holiday or there is some other need, teaching may extend into Friday, so not all your Fridays will be clear.

As you will see from the timetable, the teaching day is broken into four slots, each lasting 1 hour and 30 minutes. Some teaching is delivered in a single-slot, other teaching in a double-slot.

On Part 2 you will learn seven topics:

- Examination-in-Chief
- Cross-Examination
- Submissions Advocacy
- Opinion Writing (incorporating Legal Research)
- Drafting
- Conference Skills
- Professional Ethics

The first six of those topics are taught in classrooms which are located at the Inns of Court – Gray's Inn, Lincoln's Inn, Inner Temple, and Middle Temple. Professional Ethics is taught using online materials similar to those used on the Part 1 course. The Drafting course has an induction which is also delivered online.

In addition to classes covering the topics above, you will attend Masterclasses delivered by experienced practitioners and Dean's Lectures which normally occur twice a term.

It is likely that you will be unfamiliar with the skills you will be taught. You will be asked to perform in front of your peers and will have your performance critiqued and recorded by your tutor so that you can rewatch and learn from your performance. For many of our students, this direct, live feedback is a new experience. Initially, it can be uncomfortable. Being able to absorb your feedback and modify your performance in response to it is critical to allow you to improve and perform in your final assessments to the best of your ability. The groups in which this feedback is delivered are small which makes the experience less daunting.

Can you work and do the course?

Part 1

It is possible to work and study on the Part 1 course at the same time, and many ICCA students have done so successfully. If you decide to do this, you will need to manage your time carefully. You will also need to plan when you're going to take the BSB centrally set exams.

By way of example, if you begin Part 1 in September and intend to take the BSB exams in December, then you will need to set aside the equivalent of 35 hours per week in order to complete the course successfully and leave yourself adequate time for revision. This will leave you some time to work but it will make working full-time and studying very difficult. We would not recommend such an approach to you.

Conversely, if your pathway includes a later Part 2 start date which allows you to sit the exams on a later date to progress to Part 2, you will have more time to work whilst completing your studies.

If you have any questions about working whilst undertaking the Part 1 course, please contact the Directors of Online Learning at dol@icca.ac.uk.

Part 2

The Part 2 course is intensive. Any additional time commitments should therefore be kept to a minimum. Some students have managed to retain tutoring roles or similar positions, but there are some who started the course believing they could continue in paid employment or study elsewhere, only to discover that this was untenable.

Can you start Part 2 before you have successfully completed Part 1?

The short answer is No. On occasions, there are truly exceptional circumstances in which a student will be permitted to commence Part 2 before receiving the results of their Part 1 assessments. It is rare that this discretion will be exercised. You should contact the Registry Team by emailing students@icca.ac.uk if you think such circumstances apply to you.

Progressing to start Part 2

The [Bar Course Commencement & Progression](#) webpage is a comprehensive source of information on progressing through Parts 1 and 2 of the Bar Course.

When you enrolled as a student at the ICCA, you were allocated a pathway for the course which includes a Part 2 start date. During Part 2, it is assumed that you have still retained the procedural rules learned for Part 1 assessments. We recognise however that some students may wish to pause between Part 1 and Part 2. You may want to undertake legal work experience, earn money to fund Part 2, or require a pause for other personal reasons.

If you wish to update your pathway with a later Part 2 start date than your original application, please contact the Registry team (students@icca.ac.uk) to discuss this option.

Please keep in mind that stepping off your original pathway and deferring your Part 2 start can affect course fee timing, bursary eligibility and will impact your course completion deadline.

You must complete the entire course within three years of enrolling. In exceptional circumstances, you may apply for permission to extend the maximum enrolment period. Any such application is made to the Director of Education. Please contact the Registry Team by emailing students@icca.ac.uk if you think you may need to apply for permission to extend your studies.

Fees

Information about the fees you have to pay can be found on the ICCA website. Your Part 1 fee is payable on enrolment.

Payment for each part of the course is made only upon enrolment for that part. For this reason, if you do not enrol on Part 2 you are not liable for any Part 2 fees.

Please note that if you defer your place or step off your pathway between Parts 1 and 2, you will be charged the current fee applicable at the time of your enrolment onto Part 2. This may mean your Part 2 course fee is higher than the fee stated in your offer letter.

When you pass Part 1, you can choose to pay for Part 2 in one of three ways:

1. You can pay in full on enrolment
2. You can pay 50% of the Part 2 fee on enrolment and 50% no later than the midpoint of the Part 2 course; or
3. You can pay 25% of the Part 2 fee on enrolment and 25% in three further monthly instalments. If you choose to stagger your payments, you will not be liable for interest.

Non-payment of fees

Fees are payable within 14 days of the invoice date. If for any reason you are struggling to meet the payment date please contact students@icca.ac.uk as soon as possible for further advice and information.

If fees are not paid by the due date(s), the ICCA will contact you in the first instance to discuss your situation. Ultimately, if fees remain unpaid, without any agreed payment plan in place, then the ICCA will have to consider whether it is appropriate to suspend you from the course.

Students will be given 14 days' notice before any suspension comes into effect. Suspension means that you will not be permitted to attend classes, complete assessments, or have any results released to you, along with other measures.

Cancellation and refunds

Part 1

You have a statutory cooling-off period of 14 days following registration on Part 1. Following cancellation, Part 1 fees will be refunded within 14 days.

Part 2

If you decide to discontinue your studies before the midpoint of the Part 2 course, you will be entitled to a refund of 50% of your Part 2 course fee.

No refund of Part 2 fees is made following the midpoint of the Part 2 course if you decide to

discontinue your studies.

No refund is made in the event that registration is terminated as a result of misconduct.

Fees, Funding and Financial Support

Information on course fees and sources of funding and support available to ICCA students is available on our [Fees & Funding webpage](#). This includes information on Inns Scholarships, ICCA bursaries and private student loan providers. We do not specifically endorse or recommend any lender or product. You should check third-party websites for the most detailed and up-to-date information and always ensure that a particular loan product is suitable for you, seeking independent professional advice if needed.

Hardship Fund

It is imperative that you keep in contact with the ICCA in the event that you run into financial hardship and/or are unable to pay your fees. Most problems can be averted through a dialogue. Students' studies are most significantly affected where we do not know that there is a situation of financial hardship. We are aware that most students have to make a large financial commitment to an uncertain career at the Bar. Your circumstances, including financial, can change. We want to be able to assist you successfully complete the course.

We recognise that students can face a wide range of financial pressures and concerns, and the ICCA's Hardship Fund is available to students who need extra financial help during their studies. Awards made from the Fund aim to assist students in financial need with day-to-day living costs and to support those students who find themselves in unexpected financial difficulties.

Please note that awards from the Hardship fund **cannot** be used to pay course fees.

Students who are considering applying for assistance via the Hardship Fund should firstly familiarise themselves with the [Hardship Fund Policy](#).

For further information please contact students@icca.ac.uk.

What you can expect from us

Office, Student Hub, and Inns' Teaching facilities

The ICCA office can be found at 14 South Square, Gray's Inn, London, WC1R 5JJ. From High Holborn, enter Gray's Inn South Square via Lady Hale Gate, the passage next to the *Cittie of Yorke* pub, and you will find the office to your left.

The ICCA office has a bookable room for study, meetings and as a prayer room. This can be booked by contacting the students@icca.ac.uk email address. Please note that for some Part 2 cohorts this space will be used for teaching and will not be available to book when this is the case.

Free period products are available in the ICCA toilets, should any students require them.

Part 2 is taught in teaching facilities in the Inns. The Inns host ICCA students in a rotating pattern. You will be informed of which Inn or Inns will host your classes when your timetable is provided to you. It is normally necessary to provide this quite close to when teaching starts. If you have particular requirements regarding your timetable please notify us when you confirm that you wish to progress to the Part 2 course.

Some of the teaching rooms take a little time to reach even once in the building. Please familiarise yourself with the locations to ensure you arrive on time. On occasion you will also attend one of the lecture theatres located in the Inns.

Tutors and the role of the personal tutor

If you have an issue that you would usually raise with a personal tutor during Part 1 of the course, please contact Jane and Patrick, the Joint Directors of Online Learning at dol@icca.ac.uk, who will be able to provide you with the support and assistance you need or put you in contact with someone else who can help. It is important that you do not view them as tutors who are there to work through Part 1 materials with you. Part 1 is set up as a self-learning resource. If you have questions about the subject matter, these should be raised on the forums or in any revision webinars that may be arranged.

The Directors of Online Learning are there in the event that you have welfare concerns about yourself and/or another student. If you are unable to reach Jane or Patrick, then the students@icca.ac.uk email address or the Director of Education are other contacts who will be able to assist you.

On Part 2, you will be assigned a personal tutor. This will be as part of a tutor group. It is likely that your tutor will teach you some of the Part 2 course. On rare occasions, students feel that they cannot confide in their personal tutor and wish to speak to another member of staff. Please feel free to do so, whether this is to another tutor, the Director of Education or the Registry Team.

IT Resources

Technical assistance is available to all student users of the VLE via the Help and Support button on the Homepage. If you are unable to access the VLE at any time you should contact vlesupport@icca.ac.uk.

IT/System Requirements

ICCA Online Exam Platform

The ICCA uses a system called Examsoft to deliver some of the assessments you will undergo as a student on the ICCA Bar Course. Prior to these assessments, you will be asked to download an application called Exemplify onto your device. Before you can log into and take a test with Exemplify, your device must meet certain system requirements.

Minimum System Requirements

- Windows: 10 and 11 on 64-bit platforms
- macOS: Big Sur (version 11)
- CPUs newer than 2011 (Intel Sandy Bridge or newer)
- OpenGL 2.0 graphics driver
- 75 MB of free storage space per hour

Moodle (VLE) Technical Requirements

Moodle is the virtual learning environment (VLE) used at the ICCA. It is the online platform used to support learning and provide access to the course materials. You do not need any special hardware or software to use Moodle. All you really need is a reliable internet connection and a web browser. Moodle will work in most modern web browsers, but works best in:

- Google Chrome
- Mozilla Firefox

You may be able to access course materials using Safari, however we do not recommend you use this.

Your browser should have the following enabled:

- Cookies
- JavaScript
- Pop-ups

These settings are typically enabled by default. If you need to change any of these settings, please check the documentation of your browser.

Minimum System Requirements for OUP LawReader

To access Blackstone's Criminal Practise needed for Part 1, you will need to be able to download the OUP LawReader app to your device. Please see the minimum requirements below:

PC

- x64 or ARM64 supported
- 8GB Memory
- Windows with .NET 6 or higher

MacOS

- x64_x86 or ARM64 supported
- 8GB Memory
- MacOS 12.0 (Monterey) or higher

iOS

- 3GB Memory
- iOS 13 or higher

Android

- 3GB Memory
- Android API version 29 or higher

Textual Resources

Once enrolled on the ICCA Bar Course, students receive access to three texts: the White Book, Blackstone's Criminal Practise and Jackson ADR. Students receive a physical copy of the White Book and can also access the online version.

Students receive online versions of Blackstone's Criminal Practise and Jackson ADR. Access to these texts is redeemable via unique codes provided to each student after enrolment.

Please note that access to Blackstone's Criminal Practise lasts for **18 months** from code activation. If your access times out whilst enrolled on the course, please contact students@icca.ac.uk for guidance.

Library resources

Part 1 students who are members of one of the four Inns of Court are permitted to use any of the Inns' libraries for quiet study and research.

On Part 2, as a student member of an Inn, you are permitted to use any Inn Library. Students on Part 2 make very good use of the library facilities before, between, and after teaching sessions. You are advised to familiarise yourself with the library facilities.

When you use the libraries, you do so as a student member of an Inn and as a student of the ICCA. Please ensure that you always treat staff and other users with politeness and respect.

The website of each library with opening times is available through the following links:

- [Gray's Inn Library](#)
- [Lincoln's Inn Library](#)
- [Middle Temple Library](#)
- [Inner Temple Library](#)

One of the four Inn libraries is open from 10:00 to 17:00 every Saturday during legal terms. The Inn libraries are closed on Sundays and Bank Holidays. The four libraries are closed over the Christmas period and there are also some closures in August. Outside legal terms, the libraries operate reduced opening hours.

Kings College London Facilities

Please note that enrolling as a student on the ICCA Bar Course does not entitle you to access to any of the facilities of Kings College London, the ICCA's validating academic partner.

Student Groups and Societies

Students may form groups or societies at the ICCA in accordance with the Student Societies and Groups policy.

Careers Service

Some students starting the ICCA Bar Course do so having already obtained pupillage, most do not and often apply during the course. If you have not obtained pupillage or work-based learning, we are here to help you. In the first instance, please access our [Careers Hub](#) which has a wide range of resources to help you, including applying for pupillage, mini-pupillage, CV advice, legal and voluntary work opportunities, the Circuits and specialist practice areas.

After gaining the information you need from the Careers Hub, you can book a one-hour appointment to review your legal CV and pupillage application and a second one-hour appointment for interview practice. Please refer to the Careers Hub and forum or contact careers@icca.ac.uk for more information.

What we expect from you

Engagement with the course/keeping us informed

As you will know, Part 1 of the ICCA Bar Course is delivered entirely online. The two modules have been designed so that they can both be completed within 12 weeks. You are provided with a recommended course of study, but ultimately it is a question for you.

We are required to tell the BSB if you wish to take your centralised BSB assessments around 6-8 weeks before those assessments take place.

We appreciate that you may have work or other commitments whilst taking the Part 1 course. If you find that you are not progressing at your desired pace or are not engaging with the course for any other reason, please tell us. Whilst Part 1 is an online course, it does not mean you need to manage everything on your own. You can contact the Directors of Online Learning (DoL@icca.ac.uk) or the Registry team (students@icca.ac.uk) who will be able to help you.

Once you have taken your assessments and progressed to the Part 2 course you will be required to attend in person. There is no option to take the Part 2 course remotely. Many students will find Part 2 demanding, not least due to the volume of work and new skills being developed for future professional life. You will receive feedback which will understandably focus on areas for

improvement. Far from being intended to be personal criticism, feedback is designed to assist you both for your upcoming assessments and for your future success at the Bar.

If you have any problems engaging with the course, please let us know. We have been able to support many students with differing needs since we started teaching. If we do not know, we cannot help. If you have concerns about confidentiality or wish to raise an issue and do not want your tutor or other member of teaching staff to know, approach another member of staff or email students@icca.ac.uk and we shall be able to arrange appropriate support.

Attendance requirement

The Part 1 course does not have an attendance requirement.

The Part 2 course has a minimum attendance requirement of 80% of all compulsory sessions. These will be teaching sessions and compulsory extra-curricular events. Assessments are not included in this figure. If you fall below this threshold you will not be permitted to sit your Part 2 final assessments.

80% is not a minimum you should aim for. You are required to attend all sessions. Students who fail to attend sessions tend to fail their final assessments. Every session you attend is important and the learning is cumulative.

The reason for the 80% minimum attendance rule is that Part 2 is a practical skills course. You will only succeed and flourish if you give yourself the opportunity to become immersed in all the course has to offer. This includes attending sessions in a timely manner; for this reason, you will be marked as absent if you attend a timetabled session more than 15 minutes late.

The ICCA operates a [Student Attendance and Engagement Policy](#).

If you miss a session and are unable to swap into another session, you will be marked absent. There is no process to make up sessions. If your attendance drops such that there is a risk you will not attend for 80% of sessions, or it is felt that whilst your attendance may be above 80% your lack of attendance is jeopardising your success on the course, a member of the ICCA team will speak to you. It may be necessary to interrupt your studies, i.e., you may have to come back on another course in the future to attend with sufficient frequency to successfully complete the course.

What to do if you cannot attend a session

Class Changes

If you have a conflict which cannot be moved and takes precedence, such as a pupillage interview or hospital appointment, then you should try to swap a session with a student in another class/group. If you can find a student willing to swap (please do not pressure them to do so) then notify the Deputy Bar Course Leader, Peter Asteris (pasteris@icca.ac.uk) setting out the subject and session number, and the date and time of the session. Swapping sessions is disruptive and

must be kept to a minimum. If you do not follow this process, your tutor may not allow you to attend the session and you will be marked absent.

Lateness or absence

Due to the nature of the sessions, lateness has a significant effect on the other students in your group. If you are going to be late, you must notify your class tutor. If you are repeatedly late, we will implement the Student Misconduct policy.

If you are unable to attend the session, you should notify the relevant tutor for the session and students@icca.ac.uk, providing as much notice as possible.

Guests of the Inns

You will be taught in the Inns of Court whilst studying Part 2 of the Bar Course. We must all treat the Inns and their staff with respect and politeness at all times. The relationship that allows you to study at the Inns is highly valued by COIC and the ICCA.

For 09:00 teaching sessions, please ensure that you arrive no earlier than 08:50, as the Inns cannot always accommodate students on their premises earlier than this time.

Conduct and Behaviour

We expect high standards of conduct from all members of the ICCA community – staff, students and others alike. This is made clear in our ‘Acceptable Behaviour Statement’, which can be found at Annex 1 of our [Bullying, Harassment and Sexual Misconduct Policy](#). The standard against which you are judged is also set out in the Academic Regulations (regulations 38 and 39).

The [Academic Regulations](#) and [Student Conduct Policy](#) go into considerable detail. However, the following briefly summarise those documents. Misconduct falls broadly into two categories – academic misconduct and non-academic misconduct.

Academic misconduct

Academic misconduct is where a student tries to gain an unfair advantage or undermines the system (the precise definition is found at regulation 39.2). Examples are where a student plagiarises work or discusses an assessment with other students.

A student may be found to have carried out poor academic practice. This is less serious than academic misconduct and occurs where a student, for example, fails to adhere to instructions but does not attempt to gain an unfair advantage.

Academic misconduct is investigated by the Director of Education (DoE). The matter may then be dealt with by a Misconduct Panel.

Depending on the conclusion the available penalties range from a letter warning a student not to repeat poor academic practice to expulsion from the course, cancellation of results, and notification to the student’s Inn of the findings.

The use of Artificial Intelligence (AI) on the Bar Course

In-Course work

You are not precluded from using AI or other tools to assist in the production of your work. The work you produce and submit for Bar Course teaching sessions must be your work, however. If you use AI tools in the production of your work, you must still check that work and submit it as your own.

AI-generated information must be independently checked for accuracy and reliability before use. Where necessary (for example when producing research trails), you must indicate when and how you have used AI in the production of your work.

Assessments

You are not permitted to use AI to generate content for any work submitted for a summative assessment (this includes the generation of questions for use in oral skills assessments) unless you have a PAA that allows for this.

For each summative assessment, students complete the following disclaimer (the wording will be tailored slightly for each assessment):

I confirm that I have not used AI to generate content submitted as part of this assessment (this includes the generation of questions asked and/or submissions made).

Non-academic misconduct

A student who is subject to a misconduct complaint, police investigation, or prosecution may be suspended or excluded by the Dean of the ICCA pending the outcome. Similarly, a student who is a danger to themselves or others may be excluded by the Dean.

The ICCA rules and guidance on misconduct are strict. A failure by a student to maintain good conduct, is considered misconduct and will be treated as a disciplinary offence.

Non-Academic Misconduct is investigated by the Director of Education (DoE). Again, the matter may be dealt with by a Misconduct Panel.

Depending on the conclusion, the available penalties range from a letter to expulsion from the course, cancellation of results, and notification to the student's Inn of the findings. In the event of a student being imprisoned for more than 21 days, an exclusion from the course is automatic.

Where a student's membership of an Inn is withdrawn then the student must withdraw from the ICCA Bar Course immediately and their registration will be terminated.

Bullying, harassment, and sexual misconduct policy

Our policy mandates a principle that all students registered at the ICCA should be protected from bullying, harassment and sexual misconduct from all other members of the ICCA community. Instances of bullying, harassment or sexual misconduct are treated seriously and investigated swiftly. You should spend some time to read the ICCA's [policy](#).

Workload

You can study Part 1 at your own pace. The course is designed to fit into a 12-week timeframe. At the start of each new Part 1 course we publish a document that will show you when you will complete the course depending on the number of online lessons you complete each week. This will allow you to plan your study time and revision time so as to give you the best chance of passing the centrally set exams.

The large majority of our students find that Part 2 of the course has a heavy workload. It is demanding because of the amount of research and work you have to do for sessions and because the skills you are learning are new.

Something that students often struggle with is expecting immediate perfection, rather than recognising that it takes time to reach a high level of ability. You will learn to manage your time efficiently. We can help you with this. If you find the workload overwhelming, speak with your personal tutor about it. Do not think you are alone. Your experience is shared by other students. Our job is to take you from a point of being unskilled to being ready to enter pupillage in a short period of time. This is an intense process.

It is very important that you build in breaks. Use your reading week well. Take time at the weekends to get away from the course. Learn when to put the metaphorical pen down when drafting an opinion or other document. Some students tinker for hours with little improvement when that time would be better spent on other things.

Avoid concentrating only on tasks that you enjoy. We all tend to like doing what we are good at. This can lead you to neglecting subjects that you find hard and in which you are doing less well. We regularly see students who greatly improve their skills whilst they are with us. We also know that there are students who avoid working on topics they dislike. The second group of students tends to perform poorly in assessments.

Regardless of how sure you are about your desired practice area(s), they might differ in practice; do not get complacent and focus less on certain assessments.

Should I undertake research or other preparation before starting the course?

No. The ICCA Bar Course is designed to be self-contained. We do not prescribe any reading or research before beginning Part 1. This is because all the reading you need to do is contained in the set textbooks. You will not know which part of the set texts to read until you see the syllabi. Each online lesson clearly sets out what you need to read for that topic.

Some students worry about how a lack of legal knowledge (or recent legal knowledge) will affect their performance on Part 2. Whilst it is true that a broader and better legal knowledge will assist, there is little point in attempting to re-read undergraduate law topics. You are going to learn how to operate as a lawyer in court, this is very different from the academic study of law at undergraduate level.

There are, however, two things you can do before starting Part 2. The first is to get some rest as the course will be taxing. The second is to go to a local court and watch the proceedings, not least because listening to good advocacy will help you considerably, including throughout your career at the Bar.

Student support and wellbeing

Student welfare

You are entering a profession where stress and burnout are common unless you embed skills from the outset to manage your practice carefully and healthily.

As an undergraduate or postgraduate law student, you are likely to have had a competitive academic experience. Whilst on the Bar Course, you will meet others who have high levels of confidence and seemingly already-developed skills in various aspects of the course. You may feel, at the beginning, that you cannot compete. This is very normal, and you should not panic.

Whilst on the Bar Course, you may experience levels of stress you have not encountered before and in order to help you navigate this, we have developed resources on the [VLE to assist you](#). You can learn about stress and anxiety, developing empathy, grit and resilience and learning to thrive at the Bar.

As well as the stress of the course, you may also encounter difficulties and experiences in life which derail you on the Bar Course. We are very used to helping students make sensible decisions when life throws a curveball.

The most important thing is that you tell us, speak to us about what is bothering or affecting you and let us help. You can contact the Registry Team by emailing (students@icca.ac.uk) at any time.

If you would like to seek wellbeing support, please remember you have access to counselling provided by Wisdom/Health Assured via their 24/7 helpline staffed by in-house counsellors.	
To access the resources, please use the link and password below:	
Website:	Wisdom (healthassured.org)
Organisation code:	MHA141263

When you start the course, or at any time afterwards, you should feel free to share any welfare concerns with us.

You may wish to maintain a degree of confidentiality. You may not want all your tutors to know about a health condition of event in your personal life. We understand this, and unless there is a serious welfare concern, we can keep information restricted to the few people that need to know.

If you have experienced anxiety in the past that affected your prior academic career, please do not feel that you have to wait to see if the same patterns emerge on the Bar Course. Please tell us that this is the case, and we can act swiftly to assist if and when that anxiety occurs.

Student Welfare Group

The ICCA maintains a Student Welfare Group (SWG). This is a group of staff members trained in mental health first aid and in some cases suicide intervention. This group meets very regularly to monitor the welfare of our students. The vast majority of our students pass through the course with minimal intervention, on other occasions a member of the SWG may arrange to meet with a student, discuss interruption of studies, or refer a student to the Personalised Assessment Arrangement (PAA) process.

When you join us, if you feel that you need support of any kind, please do not hesitate to contact us. It is not necessary to speak only with your personal tutor; you may wish to speak to a female member of staff, or someone not connected to the academic team. If we understand the issues, we can make arrangements to support you as best we can and in a way that suits you best.

Trigger warnings

Part 1

Please rest assured that there is no unnecessarily distressing detail in the Part 1 Course and none of the major case studies involve sexual offences, although one of the criminal case studies is based on a domestic violence situation. Some of the quiz and formative assessment questions necessarily involve sexual offences, as these are part of the criminal litigation syllabus, but no explicit detail is included.

If you have concerns about potentially distressing material in the Part 1 Course, please contact the

Directors of Online Learning who can provide further information and reassurance.

Part 2

None of the Part 2 case studies involve sexual offences. You will participate in simulated court room examinations. You may have experienced being cross-examined in the past. You may also have other experiences which lead you to be concerned about the content of Part 2. If this is the case then please raise the subject matter with us. We can discuss any concerns you may have, in confidence if necessary. In the first instance you can use the students@icca.ac.uk email address.

What to do if you are worried about another student

One of the hardest situations you can encounter as a student is becoming aware of facts which lead you to have concerns for another student's welfare. You may receive a worrying message, you may witness self-harm, or be told that someone is subject to abusive behaviour. You may worry about an individual's privacy and confidentiality and not know what to do with that information.

Do not think that you should deal with such a situation alone, you should not. You can approach any member of the ICCA staff. If that person is not the proper person to deal with it, they will contact the person who is.

We are trained and experienced in dealing with these situations. Do not let confidentiality stop you from speaking with us. We will tell you if we need to know the identity of someone of concern – that is a decision for us.

We will also be able to arrange support for you.

If you have immediate concern that someone is a danger to themselves or to others and you are not able to contact a member of staff at the ICCA (for example it is the weekend or in the middle of the night) then you should dial 999 and contact emergency services. Notify us that this has taken place and we shall be able to support you.

Even out of office hours, if you have a significant concern, you will likely receive a response if you email the DoE, Dean, and DoL email addresses (see contact information at the end of this document).

Personalised Assessment Plans (PAAs) and Inclusion Plans (IPs)

The ICCA operates a [Personalised Assessment Arrangement and Inclusion Plan Policy](#). If you have a mental or physical health condition, (temporary or permanent) which affects your ability to study on the course and/or take your assessments you can apply for a PAA and/or IP.

To apply, fill out the relevant web forms which are self-explanatory and found on the VLE and the Bar Course [Policies and Procedures webpage](#).

Applications for a PAA must be made at least **two months** prior to any assessments. We will try

our best to put a PAA in place for your exams if you apply after this deadline, but a delayed application may result in you having to defer your assessments if this is not possible.

You will be required to provide medical or other evidence to support your application. If you are not provided with any or all of the adjustments you have requested then you can appeal that decision.

The purpose of a PAA or an IP is to implement reasonable adjustments to allow you to study and then take assessments to the best of your ability. You should be aware that the fact of having a recommendation from a medical practitioner or having previously had a similar arrangement at another education provider does not guarantee that you will have a similar arrangement with the ICCA.

The Registry team (students@icca.ac.uk) are happy to answer any questions you may have before applying for a PAA or an IP.

What if you need to withdraw from the course or interrupt studies

A small minority of our students will start the course and either not complete it or will need to take a break in their studies to allow them to complete the course. As Part 1 can be taken at your own pace, it is not necessary to use the Interruption of Studies (IOS) procedure. You simply choose not to register to take your assessments or, if you have registered, you can apply for mitigating circumstances.

If you realise that you no longer wish to continue with the course (perhaps a new career opportunity has arisen), then after you have notified us of this we can withdraw you from the course.

Once you are on Part 2, it is expected that you will attend the course and take your assessments at the first opportunity. However, events may occur which prevent this. We have an IOS procedure that can allow a student to request a pause in their studies. The maximum length of the pause is one year: the course must still be completed within our 3-year longstop deadline.

The IOS procedure is closely linked with the attendance requirement. If your attendance is low for reasons beyond your control, then you may have to make an application for IOS. If you make an IOS application, we will probably speak to you about any linked welfare concerns and will try to map out a plan for your return and any support you may require. We shall also discuss any resulting fee implications.

Before you apply for an IOS, you should speak with the DoE or a member of the Registry team about why you think this process is suitable. There is a form to complete that the Registry team will be able to assist you with if this is how you proceed, as usual email the students@icca.ac.uk email address for assistance.

Assessments

How students are assessed

The BSB publish [the Professional Statement](#) which describes the knowledge, skills and attributes that all barristers should have on “day one” of practice. The ICCA is authorised by the BSB to deliver the Bar Course (it is an Authorised Education and Training Organisation or AETO). As a student at an AETO, you are trained to meet the requirements of the Professional Statement

The BSB also publishes a [Curriculum and Assessments Strategy](#) which sets out Learning Outcomes for your training; this is derived from the Competences in the Professional Statement.

Part 1

Part 1 assessments are set by the BSB.

Criminal Litigation is assessed by way of a three-hour closed book exam, consisting of 75 multiple choice and single best answer questions.

Civil Litigation is assessed across two papers. Paper 1 is a 2-hour closed book exam, consisting of 50 multiple choice and single best answer questions. Paper 2 is a 2 ½ hour open book exam, consisting of 40 multiple choice and single best answer questions. For Paper 2 you are required to have your hard copy White Book (both volumes) with you in the assessment. You are not permitted to take any other materials into Paper 2. 35 of the 40 questions on Paper 2 are made up of rolling case scenarios. For more information on these and all other aspects of the Part 1 exams, please see the Part 1 assessment [information tile on the VLE](#).

Part 2

On Part 2, each assessment is assessed using a different method. Our assessments are designed by the teaching team and are scrutinised and confirmed suitable for use by External Examiners appointed by the BSB.

Please note that the form of assessment may differ slightly from the time of publication of this Handbook.

The [module overview](#) for each subject details how each skill is assessed. A brief description is provided for each subject; please follow the module overview link for more information:

- *Examination-in-Chief*: Live eliciting of information from witness, 15 minutes before tutor judge.
- *Cross-Examination*: Live cross examination of actor/witness, 15 minutes before tutor judge.
- *Submissions Advocacy*: 15 minutes of oral advocacy performed to a tutor/judge and marked skeleton argument.
- *Opinion Writing*: Take-away written problem with a week to complete, maximum 4000

words plus legal research trail.

- *Drafting*: Take-away written problem with 24 hrs to complete, no word limit.
- *Conference Skills*: Live conference undertaken with actor/client 25 minutes and submission of conference plan.
- *Professional Ethics*: Multiple-choice 40 question test lasting 2 hours Assessment criteria.

When and where assessments take place

Part 1

You can sit the centrally set BSB exams in April, August and December each year. The assessments are pen and paper and are conducted in-person in a Central London venue. For more information on sitting the Part 1 exams please contact exams@icca.ac.uk.

You do not have to take both Civil and Criminal Litigation at the same time but please be aware when you are sitting Civil Litigation that you must complete both Paper 1 and Paper 2 in the same exam window.

Part 2

Your assessments will take place at the Inns or an assessment venue located in London.

At the conclusion of teaching, assessments take place over approximately one month. The workload during this month is quite heavy and may coincide with pupillage application season. You will be provided with an individualised assessment timetable.

The assessment programme will be published on the VLE.

What to do if you cannot attend an assessment

The best advice in most situations is to let us know. Sometimes events occur which mean that it is not possible to tell us in advance of the assessment that you cannot attend. As soon as you can, contact us on the students@icca.ac.uk email address.

For Part 1 assessments, if you have registered for an assessment and cannot attend, you will have to submit mitigating circumstances no later than 14 days after the assessment in question. If you know before the assessment that you are not going to attend, you should submit a Mitigating Circumstances Form before the assessment.

The BSB assessments have a lengthy pre-assessment registration cut-off. If you register and realise you are not in a position to take the assessments, ordinarily an application for mitigating circumstances will be allowed. You will just have to set out the reasons why and may be required to provide some evidence.

Part 2 assessments fall into two categories: those with a deadline and those that occur over a period of days. Some have both. If you submit work after the deadline, you will score zero marks for that part of the assessment. For Submissions Advocacy for example, failure to submit the skeleton argument will make it extremely difficult to pass the assessment. If you are not able to meet a submission deadline for reasons beyond your control, you will need to submit mitigating circumstances for an authorised absence (see 'Mitigating Circumstances', below).

Where an assessment occurs over a period of days, for example the live part of Submissions Advocacy or Cross-Examination, if you cannot attend at your allotted time for good reason (e.g. illness on the day) and can attend a later slot, we may be able to accommodate you later in the day or the assessment week. If we are unable to do so or you are not able to attend another slot during the assessment period, then you will need to submit a Mitigating Circumstance Form. You will then be expected to sit the assessment in the next assessment period.. This will usually be the resit assessment period.

Many students are anxious at the thought of missing an assessment, particularly where this will lead to a delay in receiving their result. In such a situation a student's life is disrupted. Accommodation arrangements, Inns scholarships, pupillage, holidays, and finances can be affected. Our experience has been that third parties, such as chambers or the Inns, tend to be very understanding. Where there is a delay to your completion of the course or passing from Part 1 to Part 2, we shall do our best to support you.

Help! I won't make it to the assessment on time

Do not be late for an assessment. Despite this advice being given to every student, invariably students are late with or without good cause. Please diarise your assessments as soon as you receive them and do not take on additional commitments around assessment time. Also, make sure you have the exams@icca.ac.uk email address to hand.

If you are running late, notify us as soon as you realise that this may be the case. Try not to panic. We have dealt with this situation many times and will be able to help you navigate your way through the situation.

Can I submit an assessment late?

If you do, you will receive no marks for that assessment or that component of the assessment (Conference and Submissions Advocacy each has a submitted document as a component part). If you are not going to be able to submit an assessment or a component part of an assessment when required, please let us know.

What happens if I fail one or more of my assessments?

Failing an assessment can happen even if you have previously achieved considerable academic success. It is important that you realise from the outset of this course that you will be learning

skills which are quite different from anything you might have studied before. All of our students are academically strong. You may not succeed at first; there is provision for this. If you fail any assessment we shall work with you to give you the best possible opportunity to pass a resit in that assessment.

If you fail a Part 1 assessment, you will have the opportunity to retake it at the next available sitting. Where you fail a Part 1 assessment, you will not be able to progress to Part 2 of the course, other than in exceptional circumstances. If you fail one or both the assessments three times, you will fail the course and you will not progress to Part 2 (unless you have successfully applied for mitigating circumstances).

If you fail a Part 2 assessment, you will have the opportunity to retake it as a resit or other subsequent sitting of the assessment. If you fail an assessment three times, you will fail the course and your registration will be terminated (unless you have successfully applied for mitigating circumstances).

Your mark in the second or third attempt at a Part 1 or Part 2 assessment will be capped at the pass mark (**60%**), except in the case of an upheld academic appeal.

There is no option to cross-credit or average marks so that you can pass the course without passing all module subjects.

If you fail an assessment and believe that an offer of pupillage will thereby be jeopardised, you should contact us as soon as possible. The ICCA maintains a record of students who have pupillage offers. Please keep us updated so that we know when a start date is at risk.

You should ensure that you are available to attend any face-to-face resit assessments as permission to take such assessments remotely is only given in exceptional circumstances.

Grade boundaries, weighting, and classification

The pass mark for the Part 1 assessments is set by the BSB. The assessments are pass/fail and the pass mark is 60%. Please see the Part 1 assessment information tile linked above for further information.

Marks from your Part 1 assessments do not factor into the calculation of the final average and classification of your award. The final average and classification is calculated solely on the basis of your results in the Part 2 assessments.

The pass mark for all Part 2 assessments is 60%. The marking range for each grade is set out below.

- *Fail:* Below 60%
- *Pass:* 60-69%
- *Merit:* 70-79%
- *Distinction:* 80% and above

Your Final Grade

You will only achieve an overall Distinction if you pass all Part 2 assessments at the first attempt and either (a) achieve an overall average mark of 80% or over or, (b) achieve 80% or over in 5 of the 7 modules assessed on Part 2.

You will achieve a Merit in one of two ways:

- a) if you pass all Part 2 assessments at the first attempt and achieve an overall average mark of 70-79% for the modules on Part 2 of the course; or
- b) if you have only failed only one module (which you subsequently pass), and you achieve an overall average mark of 70 or over for the modules on Part 2 of the course. Please note that when calculating the average mark, the module which you did not pass at the first attempt will be capped at 60%

All other students who pass all the modules (and do not have their final classification withheld for some other reason) will achieve a Pass.

Weighting

When your average mark is calculated it is weighted. This is to reflect the respective time spent studying each topic. The table below sets out the weightings:

	Percentage of Course	Credits	Hours of Study
Examination-in- Chief	17.5%	14	140
Cross-Examination	17.5%	14	140
SubmissionsAdvocacy	15%	12	120
OpinionWriting	12.5%	10	100
Drafting	12.5%	10	100
ConferenceSkills	12.5%	10	100
Professional Ethics	12.5%	10	100
TOTAL	100%	80	800

Mitigating circumstances

The ICCA has produced a detailed [Mitigating Circumstances Guidance document](#) to assist you. This is a summary of the key points found in that document.

Approved mitigating circumstances will never result in an increase or uplift to your assessment marks. When a mitigating circumstances application is approved, the only course of action that will be taken is to grant you an authorised absence for the assessment in question. You will then be able to attempt this in the next assessment period.

Mitigating circumstances in this context are defined as *“reasonably disruptive or unexpected events beyond the student’s a student's control that did have, or might have had, a significant and adverse impact on their academic performance”*.

You must submit your [mitigating circumstances form](#) no later than 14 days after the assessment and in any event before the publication of results.

Mitigating Circumstances on Part 1

For the Part 1 assessments, you will be registered for the assessments you are required to pass to be eligible to progress to Part 2 in the next BSB assessment period. Between the date of registration and the date of the assessment, students may find that they are not in a position to sit the assessment. If a Mitigating Circumstances Form (MCF) is submitted prior to the assessment taking place, it will ordinarily be accepted.

If you take the assessments, you can still enter an MCF, provided it is within 14 days of the assessment. This will need to outline the events beyond your control that led to the assessment being affected.

The outcome of your application for mitigating circumstances will be determined before you receive your results. If it is accepted by the Mitigating Circumstances Committee and confirmed by the Exam Board, you will not receive a result even if you took the assessment. You will receive an authorised absence.

It is not possible to use the mitigating circumstances as a holding position to see how well you have done in the assessments. You cannot get mitigating circumstances just in case you fail. Once you decide to apply the effect will be that you are either given an authorised absence or you are not.

Mitigating Circumstances and your pathway for Part 2 of the course

If you cannot sit an assessment and have Mitigating Circumstances approved, this could mean that you are unable to join the Part 2 course that was included in your original pathway. For example, if you commence Part 1 in September and have Mitigating Circumstances approved for Part 1 Exams in December, you will not be eligible to progress to the next Part 2 course starting in March of the next year.

The main consideration if you step off your pathway is not to worry, and to discuss your next steps with the Registry team. In most cases, it will be possible to be allocated to the next available Part 2

course after you complete Part 1. In rare cases where course capacity would make this difficult, we will discuss your next steps with you at that time.

Mitigating Circumstances on Part 2

On Part 2 of the course there is no pre-registration for the assessments and you are expected to attend unless there are mitigating circumstances that prevent you from being able to do so. In such cases, you should inform us of this as early as possible before the assessment and submit a MCF. If you do attend or submit an assessment but subsequently feel that you should not have done so, you still have up to 14 days from the assessment to enter an MCF.

If you are unable to attend your live assessment slot, then you may be able to arrange a different slot without needing to enter mitigating circumstances.

If your application for an authorised absence on the grounds of mitigating circumstances is accepted, you will be expected to sit the assessment at the next possible opportunity. This will usually be the resit period. If you are also unable to sit during that period, you will need to submit a further mitigating circumstances application.

The mitigating circumstances process cannot be used to increase your marks.

The 14-day deadline for entering an MCF can be extended in exceptional circumstances (for example if a student is in hospital). It cannot extend beyond the publication of the result. In a situation where your result is published, you will need to enter an academic appeal against that result.

If something has happened which has affected your assessment, you do not have to enter an MCF. You may elect to receive your result. You must be aware that if you know about something that has affected your assessment and you choose not to bring it to our attention using the mitigating circumstances process, it will be extremely difficult to have result subsequently discarded by way of an academic appeal.

You should not hesitate to contact us in the event that something has gone wrong. We shall be able to support you and outline to you what options are available to you. The decision on whether to submit an MCF is, however, ultimately for you.

Appeals against assessment results

Following publication of results, the only route to contest the outcome of an assessment is by way of an academic appeal.

It is not possible to have your mark raised via academic appeal. There is no appeal against the academic judgment of the marker(s). In short, you cannot successfully appeal because you think the marker 'got it wrong'.

The following are the grounds on which an appeal may be considered:

- a) That a student's performance in an assessment(s) was or may have been adversely affected by a significant administrative error on the part of the ICCA.

- b) That the circumstances in which the assessment were conducted were flawed to the extent that the student's performance may have been adversely affected.
- c) That the student's performance in the assessment was or may have been adversely affected by mitigating circumstances which the student was unable, or for valid reasons unwilling, to make known before the original decision was reached to the ICCA prior to the release of the result of the assessment.

Your appeal will be considered by the ICCA's Academic Appeal Committee in the first instance who will then forward its recommendation to the Examination Board.

If the Examination Board determines that your academic appeal should be upheld, they will usually grant an authorised absence in the impacted assessment(s), and your next sit will be considered a first attempt (or in the case of a resit, a fresh second or third attempt).

The student voice and student activities

Part 1

Each cohort of Part 1 students will have a Student Representative. Part of the Student Representative's role is to act as a conduit between the student body and the ICCA. You can pass on any feedback you have about the course to the Student Representative, and this will be communicated to us (via the ICCA's Education Committee).

At least once a term, the DoLs hold an informal session for Part 1 students to talk through any issues you may be having and provide any feedback about the course. These sessions take place online and are always recorded, so if you can't attend you can catch up with them afterwards.

If you have a question about any of the content of Part 1 you can use the forums at the end of each unit and a tutor will answer your question, normally within a week.

Finally, we use student surveys both during and after Part 1 to capture your feedback, which we use to improve the course on an ongoing basis.

The Staff Student Liaison Committee (SSLC)

SSLC meetings are very important. Each tutor group on Part 2 chooses a group representative who attends meetings which occur roughly 3 times during Part 2. The purpose of the meetings is to allow for collective concerns to be aired. If we know of problems, then we are better able to fix them. Sometimes we are able to make changes which affect the cohort of which the representatives are a part, sometimes any changes will not be implemented until a following cohort, and sometimes we cannot make changes (for example where we are bound by BSB timetables).

The existence of the SSLC should not stop any student from raising a more urgent matter with a

member of staff. The SSLC meetings cover group concerns. If you have a purely personal matter, then this will be better raised with your personal tutor or other suitable member of staff.

Advocacy and mooting

The ICCA has a small fund for the purposes of supporting entries to mooting competitions. The selection of moots and participants falls under the remit of the Advocacy Committee which is appointed by the Dean of the ICCA at the start of each cycle of Part 2.

Applications are considered anonymously by the Dean who appoints a Captain of Moots and additional Committee members. There are no financial awards attached to being a member of the Advocacy Committee.

The Committee is given a budget and decides how best to utilise those funds in order to enter ICCA teams into competitions both nationally and internationally. The Dean meets regularly with the Committee to assist with budgeting, payments and to identify mooting judges or coaches for specific teams.

It is incumbent upon the Committee to spend its budget sensibly. On occasion, it has been possible to raise extra funds for one-off competitions.

At the end of a Part 2 course, the Advocacy Committee reports in writing to the Dean as to the successes or otherwise of the ICCA teams and a handover note is prepared for the incoming Committee.

Joining an Inn and Qualifying

Barristers must be a member of one of the Inns of Court. The following links take you to the Inns' website page detailing how to join the Inn.

- [Lincoln's Inn](#)
- [Gray's Inn](#)
- [Middle Temple](#)
- [Inner Temple](#)

Each Inn has its own unique character and part of the excitement of training to become a Barrister is making the decision for yourself as to which Inn suits you best. While you must be a member before commencing Part 2, you may wish to join earlier to benefit from the various forms of assistance that the Inns can offer, including being able to use the libraries for study.

You will have the opportunity to take part in mooting, and other Inns events. The Inns also provide welfare support to students.

Inns Mentoring Scheme

Each Inn runs a scheme that tries to match students who have an aspiration to practise within a particular field with a barrister who is currently doing so. These are excellent opportunities to obtain valuable experience and advice. For more information you should consult your Inn's website.

Student complaints

Our Academic Regulations set out a framework for students to make a complaint. Whilst we hope you have no cause for complaint, it is inevitable that complaints occasionally arise. Complaints in this context are not the same as raising issues at the SSLC.

When the ICCA receives a complaint, the first stage is an informal resolution whereby the ICCA, usually in the shape of the DoE and a member of the Operations team, meets with the student(s) to discuss what the subject matter is and whether a solution can be found. This is known as a "Stage One" complaint.

If informal resolution is not possible, you may raise a Stage Two complaint with the Dean of the ICCA. This must be raised within 3 months of the complained of behaviour (or last instance if there is a series of incidents). The Dean will then initiate an investigation.

If you are not satisfied with the outcome of the investigation, then you have 14 days to lodge a Stage Three Appeal. There are very limited grounds of appeal which are set out in regulation 55.26.

A student who remains dissatisfied after exhausting the ICCA appeal process can complain to our academic partner, King's College London, and ultimately raise the issue with the Office of the Independent Adjudicator.

The role of the Office of the Independent Adjudicator (OIA)

The OIA is an independent body that investigates student complaints. Its [website](#) provides a detailed explanation of its purpose and processes. In brief, it allows for a review of the ICCA's (or any other higher education provider) decisions. You must first exhaust internal review and appeal procedures. This will include resolution through King's College London. In addition to complaints, an OIA referral can be used to review other decisions, e.g., a decision not to allow an academic appeal or a decision to exclude a student from the course.

Contacts

Below is a list of staff members who might be able to help you at the ICCA. Some useful Bar Course contacts are:

Contact	Email	Subject
Registry Team Students@icca.ac.uk	students@icca.ac.uk	This is your first port of call for most student enquiries. If in doubt, use this email and you will be directed to the correct location.
Exams Team Exams@icca.ac.uk	exams@icca.ac.uk	Any exam or assessment related question can be sent to this email address.
Lynda Gibbs KC (Hon) Dean	lgibbs@icca.ac.uk	Pastoral, mooting, appeals (via students@icca.ac.uk)
Alex Frith Director of Education	afirth@icca.ac.uk	Any Part 2 concern which cannot be addressed through the students@icca.ac.uk address or through SSLC or other process.
Jane Hutton and Patrick Ryan Directors of Online Learning	dol@icca.ac.uk	Part 1, BSB assessments, any other aspects of the ICCA's online courses.
Sally Hunt ICCA Operations Director	shunt@icca.ac.uk	Operational concerns (to be addressed in the first instance via students@icca.ac.uk)
Cara Fitzgerald Head of Operations	cfitzgerald@icca.ac.uk	Operations, Events, Assessments
Ian Craig Head of Registry Charlotte Briggs Registry Manager	icraig@icca.ac.uk cbriggs@icca.ac.uk	Registry matters where urgency or other reason means that the students@icca.ac.uk address is not appropriate.
Kian Goodsell Exams and Events Manager	kgoodsell@icca.ac.uk	Assessment related matters where urgency or other reason mean that the exams@icca.ac.uk inbox is not appropriate.
ICCA Office telephone		020 7822 0763

Please note that Charlotte Briggs, Ian Craig, Alex Frith, Cara Fitzgerald and Lynda Gibbs KC (Hon) are all trained in mental health first aid and in suicide intervention. If you have any concern for yourself or someone else, you can email one or all of those individuals in addition to the students@icca.ac.uk address.

External Support Services

Your GP

You can find a local General Practitioner by [searching here](#). Please ensure that you register with a local GP if you have moved to a new area to study at the ICCA.

Call 111

In an emergency or if you need help immediately then please contact your GP or NHS 111, the NHS non-emergency number. It's fast, easy and free.

NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.

NHS Walk-in Centres

NHS 'Walk-in Centres' are usually managed by nurses and are available to everyone. Some also offer access to doctors. No appointment is needed, although you may have to wait to be seen. Most centres are open every day and outside usual office hours. They can be used when someone:

- Cannot see their GP because their surgery is closed.
- Cannot get an appointment when they need one.
- Needs to see a GP or nurse but has not registered with a surgery.

Walk-in Centres can be used when the health problem is not an emergency – the NHS advises that they are not designed for treating long-term conditions or immediately life-threatening problems. You can search for your [nearest walk-in centre here](#).

Medical Emergencies

For emergencies dial 999 or attend your local hospital Accident & Emergency Centre. You can see accident and emergency centres within 5 miles of the ICCA [here](#).

Charities offering support to students



Mind (www.mind.org.uk)

We change minds across England and Wales by making mental health an everyday priority. By standing up to the injustices – in healthcare, in work, in law – which make life harder for those of us with mental health problems.



Sane (www.sane.org.uk)

SANE is a leading UK mental health charity improving quality of life for anyone affected by mental illness.



Rethink (www.rethink.org)

Rethink Mental Illness is the leading expert charity for people with mental health conditions



Brook (www.brook.org.uk)

Brook operates a number of sexual health and wellbeing services across the UK. Brook is committed to supporting young people and the majority of services are for people under 25.



Samaritans (www.samaritans.org / call 116 123)

Whatever you're going through, a Samaritan will face it with you. We're here 24 hours a day, 365 days a year.



Young Minds (www.youngminds.org.uk)

We're the UK's leading charity fighting for children and young people's mental health. We want to see a world where no young person feels alone with their mental health, and all young people get the mental health support they need, when they need it, no matter what.



Wellbeing at the Bar (www.wellbeingatthebar.org.uk)

Psychological wellbeing within the profession is rarely spoken about. The Bar Council are seeking to address and support the challenges facing the profession.



Students Against Depression (www.studentsagainstdepression.org)

Students Against Depression is a website offering advice, information, guidance and resources to those affected by low mood, depression and suicidal thinking.



Beat – eating disorders (www.beateatingdisorders.org.uk)

We are the UK's eating disorder charity. Founded in 1989 as the Eating Disorders Association, our mission is to end the pain and suffering caused by eating disorders



Papyrus (www.papyrus-uk.org)

PAPYRUS Prevention of Young Suicide is the UK charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people.

FRANK Frank

Frank helps you find out everything you might want to know about drugs. For friendly, confidential advice.



GamCare – Gambling Advice (www.gamcare.org.uk)

GamCare provides information, advice and support for anyone affected by problem gambling. Operate the National Gambling Helpline.



Macmillan Cancer Support (www.macmillan.org.uk)

Our purpose is to do whatever it takes to support people living with cancer.



StepChange Debt Charity (www.stepchange.org)

Free advice and practical solutions to assist with problem debt.

Glossary

This is a list of common terms you will come across while studying the Bar Course.

ICCA	Inns of Court College of Advocacy
COIC	Council of the Inns of Court
BSB	Bar Standards Board
DoL	Directors of Online Learning
DoE	Director of Education
VLE	Virtual Learning Environment
CPD	Continuing professional development
PAA	Personalised assessment arrangement
IP	Inclusion plan
PGDip	Postgraduate Diploma in Bar Practice
RPL	Recognised Prior Learning
AETO	Authorised Education and Training Organisation
MCF	Mitigating Circumstances Form
IOS	Interruption of Studies
SWG	Student Welfare Group
SSLC	Staff Student Liaison Committee
OIA	Office of the Independent Adjudicator