



SYNTHETIC TEST EXEMPLAR

NOT A CLIENT RECORD

INTELLIGENT-VERBATIM RECORD / ALL DETAILS FICTIONAL

TITLE

Disciplinary appeal hearing

LOCATION

Video meeting (fictional)

DATE

14 July 2026

PARTICIPANTS

MC / Marian Cole · Appeal chair

DS / David Shah · Presenting manager

EM / Elena Morris · Appellant

RB / Ruth Bell · Companion

REFERENCE	INITIALS	MESSAGE CONTENT
001	MC	Good morning. The time is 09:30. This is the appeal hearing concerning the written warning issued on 2 July. I will first confirm who is present.
002	DS	David Shah, operations manager. I am presenting the management case.
003	EM	Elena Morris. I am the appellant.
004	RB	Ruth Bell, attending as Elena's workplace companion.
005	MC	Thank you. Elena, have you received the appeal papers and the meeting procedure?
006	EM	Yes, I received them on Friday. I have read them, although I have one correction to the chronology.
007	MC	We will take that correction when we reach the chronology. Is there anything you need before we begin?
008	EM	No, thank you.
009	MC	David, please summarise the reason for the warning.
010	DS	The warning followed three late submissions of the weekly control report. The dates were 6 May, 20 May and 3 June.
011	EM	Sorry - may I clarify that the 20 May report was sent before the deadline?
012	MC	You will have an opportunity to respond. David, please finish the summary, and then I will come back to that point.



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013	DS	Of course. Management's position is that the agreed reporting process was not followed on those three dates and that the delays affected the review meeting.
014	MC	Thank you. Elena, please give your grounds of appeal.
015	EM	My first ground is that the chronology is inaccurate. On 20 May, I sent the report at 15:42. The deadline in the team email was 16:00.
016	MC	Which document contains that email?
017	EM	It is document E3 in my appeal pack. The sent email is immediately behind it.
018	DS	I accept that the email shown at E3 says 16:00. The local tracker recorded the report at 16:08, which is why it was treated as late.
019	RB	The appeal point is that the report was sent on time, even if the tracker updated later.
020	MC	Understood. I will record that as a point requiring verification. David, can the tracker timing be checked after this meeting?
021	DS	Yes. I can ask the systems team to confirm when the attachment reached the shared folder.
022	MC	Please do that by 16:00 tomorrow. We will not reach a decision until the check is complete.
023	EM	Thank you. My second ground concerns the 3 June report. I had notified my manager that I was attending an urgent client call.
024	MC	Do you rely on a particular document for that notification?
025	EM	Yes, document E7. It is a message sent at 13:11.
026	DS	I have E7. Management accepts the message was sent, but the handover arrangements were not clear.
027	MC	All right. We will distinguish the notification issue from the handover issue. Please continue, Elena.
028	EM	Those are my main points. I am asking for the warning to be withdrawn or reduced.