



## Appeals Procedure

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### Purpose of the policy

The purpose of this policy is to set out the steps that are needed to follow in the case of a candidate wishing to appeal a results decision. Our awarding body at present is NCFE and there is a set timed procedure that must be followed in line with the NCFE Appeals Procedure. The full NCFE Enquiries about Results and Appeals Policy is available on the Dropbox and internal policy folder. All staff, Assessors, Internal Moderators and Candidates are all made aware of this policy.

### The location of the policy

This policy is publicly available on the website and also within the Policy folder on site. All candidates are made aware of the policy and procedure during induction.

### Statement

A candidate has up to 30 working days from the date of the informed outcome to lodge an appeal with NCFE. Candidates must retain all portfolios and work that they have until the result is received.

PiPeLine Productions Academies will act on behalf of the candidate for the NCFE appeals procedure providing the candidate has given written consent to do so. The written consent is found in the Candidate Induction Booklet. This internal appeals procedure must be exhausted before the candidate appeals directly to NCFE and the candidate must give evidence to show the internal appeals procedure has been followed.

### Step one

The candidate informs Philip Charles or Jo McGill that they wish to appeal the decision. A meeting will be held with the candidate and parent of the candidate to log the appeal internally and investigate the matter. The appeal will be logged and recorded and kept safely and confidentially. If the appeal is not resolved and the candidate wishes to go ahead with an official appeal the timed appeal process will begin and PiPeLine Productions Academies will log the appeal on behalf of the candidate should written permission be received. The appeal will be logged with immediate effect, if it is made within the 30 working days from the date of informed outcome.

### Step two

NCFE will aim to action all enquiries of results within 10 working days of receipt of the report. PiPeLine Productions Academies will liaise with the candidate informing them of any correspondence from NCFE.

### Step three

NCFE will aim to action and resolve all stages of the appeals within 20 working days. PiPeLine Productions Academies will inform the candidate of the decision of the process within 5 working days of receiving a decision from NCFE.



Candidates and staff will be asked to re-visit the NCFE Appeals and Enquiries about Results Policy for full information of the external appeals process and PiPeLine Productions Academies will ensure communication of all stages with the candidate.

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