

## P308 Further Education Examinations and Assignments - Resits and Resubmissions.

Issue	Date of Issue	Date of Next Review	Responsibility of	Date approved by CAFRE Education Management Team
02	August 2023	August 2024	Education Service Branches	August 2023

	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
Document available	✓	✓

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## P308 Further Education Examinations and Assignments - Resits and Resubmissions

### Version History

Version	Description of Changes	Date
02	Uploaded onto CAFRE Policy template. Additional three bullet points added under point 3.7 to clarify non achievement of assessed components of Technical qualifications.	August 2023

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## 1. Scope

- 1.1 All learners on Further Education people development programmes under the control of the College (with the exception of Veterinary Nursing) who wish to resubmit coursework or retake examinations and where this is permitted by the Awarding Organisation.

## 2. Objectives

- 2.1 To establish common practices for administering resits for implementation across campuses.

## 3. Associated Policy

- 3.1 Learners who have to resit a Further Education **internally** set examination, or resubmit an **internally or externally** set assignment will be charged as follows:
- £10 per examination to be retaken.
  - £10 per assignment to be resubmitted.
- 3.2 Learners wishing to improve on their grades for **internally** set assignments may resubmit a piece of work ONCE only.
- 3.3 Learners must pay resubmission/resit fees before being permitted to resubmit work/resit examinations.
- 3.4 Learners with outstanding academic related debts relating to resits will not be permitted to graduate or progress to the next year of a programme.
- 3.5 Learners resitting externally set examinations or assessments (either to achieve a pass grade or uplift their achieved grade) will be charged the cost levied by the Awarding Organisation for re-registration for the exam / assessment. These examinations or assessments will include resits for a learner's vocational qualification and resits of Essential Skills examinations. Payment must be received prior to exam re-registration with the Awarding Organisation.
- 3.6 Learners undertaking City & Guilds Technical Qualifications
- Learners who have failed two first year theory examinations and/or their first-year synoptic assessment will **not** be permitted to progress to the final year of the programme. These learners will be offered the opportunity to defer for a year and resit the failed examination / synoptic assessments without full attendance during that year. This will be discussed and agreed with the respective Programme Manager. The learner will also be required to pay the registration costs for these resits. Once achieved the learner can then progress to the final year of their programme in the next academic year.
  - Learners in the first year of their programme who have failed to submit externally set assignments (mandatory or optional) by the final deadline will not be permitted to progress to the final year of the programme.

- Learners who have failed two final year theory examinations and/or their final year synoptic assessment will be permitted to resit their theory examination and /or synoptic assessment the following year without full attendance. This will be discussed and agreed with the respective Programme Manager. The learner will also be required to pay the registration costs for these resits.
- Learners who are in their final year of their programme and have failed to submit externally set assignments (mandatory or optional) by the final deadline will not be able to attain their qualification.

#### **4. Procedure**

##### **Internally set Examinations and Assignments.**

- 4.1 At the end of each academic year, Programme Managers will convene an examiners' meeting to consider learners' grades.
- 4.2 Details of all learners who have failed internally set examinations/assignments will be signed off by the Programme Manager and forwarded to campus administration.

##### **Internally set Coursework.**

- 4.3 Details of all learners who need to resubmit assignments or who wish to resubmit assignments to improve their grades will be signed off by the Programme Manager and forwarded to campus administration who will issue a letter to the learners concerned detailing the amount of money owed and requesting payment.

##### **Payments for resubmission/resits for internally set exams/assignments.**

- 4.4 Work that is being resubmitted will only be accepted for remarking if accompanied by a receipt indicating that the fee has been paid.
- 4.5 Where invoices remain unpaid, learners will not be able to resit examinations or resubmit coursework.
- 4.6 Where learners are in genuine financial hardship, and this is brought to the attention of the Module/Unit manager or tutor, they will be referred by the Module/Unit manager or tutor to the Student Support Officer to be considered for support from the Support Fund.

##### **Payments for externally set resits for Examinations/Assessments.**

- 4.7 Payment must be received prior to exam re-registration with the Awarding Organisation for learners resitting externally set examinations or assessments (either to achieve a pass grade or uplift their achieved grade). If payment is not received by the date requested learners will **not be** registered with the Awarding Organisation and they will not be able to resit the examinations or assessments.