

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
03	August 2023	August 2025	Education Service Branches	August 2024

	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
03	Sections 3 and 4 reviewed to increase clarity regarding the two types of qualifications involved and associated procedures	August 2024

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1. Scope

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 associated Awarding Organisation.

2. Objectives

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

3. Associated Policy

3.1 Learners undertaking City & Guilds Technical Qualifications

- Where no extenuating circumstances have been presented or where pre-approved, learners who have failed to submit work by the internally set deadline will be charged a fee of £10 at submission of the work and the work will be capped at a Pass grade. Work submitted more than 10 working days after the internally set deadline will not be accepted.
- Learners who have failed two first year theory examinations and/or their first-year synoptic assessment will not be permitted to progress to the next 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 next year of their programme.
- 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 next 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.

3.2 Learners undertaking other qualifications

- Learners wishing to improve on their grades for internally set assignments may resubmit a piece of work ONCE only provided that they attempted the associated criteria in their first submission.
- Learners resitting externally set examinations or assessments will be charged the cost levied by the Awarding Organisation for re-registration for the exam / assessment. Payment must be received prior to exam re-registration with the Awarding Organisation

4. Procedure

4.1 Internally set Examinations and Assignments.

- At the end of each academic year, Programme Managers will convene an examiners' meeting to consider learners' grades.
- Details of all learners will be signed off by the Programme Manager and the respective Head of Branch and forwarded to campus administration.

4.2 Payments for externally set resits for Examinations/Assessments.

- 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.