



Resit Policy

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POLICY STATEMENT

1. This policy outlines the processes to be followed should a learner fail any element of their assessment. A resit involves the learner sitting one or more failed assessment components again, without the need to undertake further training.

SCOPE

2. Learners who fail one or more assessment method will be offered the opportunity to take a resit or a retake. When the result notification recommends a re-take, the centre should consider a supportive action plan that responds to the weaknesses identified from the original result notification. The action plan should clearly state the nature and extent of the re-training and include the estimated time to prepare the learner for the retake. The timescales and fee for a retake must be agreed between the centre and Smart Awards.
3. A resit involves the learner sitting one or more failed assessment components again, without the need to undertake further training. The centre will provide a result statement showing the assessment components the learner has failed and that no further training is needed. A resit cannot be taken with the intention of increasing the original grade if a learner has passed their assessment. Resits are only to be taken in the event of a failure.
4. Only elements which are graded as “fail” will be eligible for a resit. Results of the other elements will stand and will not be affected by the resit process. The number of resits that can be taken by a learner will be at the discretion of Smart Awards and individual to each qualification as detailed in the centre handbook. If any part of the assessment is retaken, then the final grade will be capped at a pass.

SQA ACCREDITATION PRINCIPLES

5. Principle 5. The awarding body shall provide clear information on its procedures, products and services and ensure that they are accurate and appropriate to SQA accredited qualifications.

RESPONSIBILITY

6. This policy is for qualifications offered by Smart Awards. This policy is for centres accessing Smart Awards qualifications and related services and all those involved with the development, delivery and quality assurance of Smart Awards qualifications. Smart Awards has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. Smart Awards has the day-to-day responsibility for implementing this policy and for monitoring its use and effectiveness and dealing with any queries on its interpretation.

R	Responsibilities	The person who actually carries out the process or task. The person is responsible for action/implementation. Responsibilities can be shared
A	Accountabilities	The person who is ultimately accountable for the process or task being completed and who has the authority to make decisions, yes or no authority and veto power. Responsible person (s) are accountable to this person. Only one A can be assigned to a task
C	Consulted	The person to be consulted prior to a final decision or action (two-way communication). People who are not directly involved with carrying out the task but are consulted with.
I	Informed	Anyone whose work depends on the process or task and who has to be updated about the progress after a decision or action has been taken (one-way communication).

POLICY	BOARD	CEO	MD	OPS DIRECTOR	QUALITY PORTFOLIO MANAGER	STANDARDS COMPLIANCE OFFICER	QUAL ADMIN OFFICER	IT CONSULT	FINANCE AUDITOR	EQA	NOPS BOARD	CENTRES
Awarding Policies and Process												
Resit	A	C	C	C	R	R	R	I	I	C	I	R
ASSOCIATED POLICIES												
Certification												
Qualification development												
Holiday/Sickness Cover												
The MD, CEO and Operations Director cover holiday/sickness and absenteeism for areas where the person is responsible for action/implementation of a task. The MD, CEO and Operations Director hold company wide experience to be able to carry out these tasks and hold no conflicts of interest.												

7. All retakes and resits are at the discretion of the assessor and if a learner fails a resit the assessor will decide if further attempts can be made.

POLICY AND IMPLEMENTATION

8. Timeframes: If a learner is not successful, they can be resubmitted for all or part of the qualification after an appropriate period of additional training. We would suggest that learners wait for at least one month before resitting to allow for the preparation of additional evidence. To ensure currency of evidence we would suggest learners resit within six months. However, please note all the qualification assessment requirements must be passed within a 6-month period, otherwise the learner will be required to resit all elements of the qualification, even those elements they have already passed.
9. Costs: Resits fees will be charged at a set rate based on the structure and the assessment type and the centre must pay the cost of the resit. The learner will not receive their certificate until all elements of the assessment have been completed successfully.

REVIEW OF THIS POLICY

10. This policy is reviewed and revised annually in response to feedback, changes in legislation and guidance from the regulators, SQA Accreditation or Ofqual.

PROCESS FOR REQUESTING A RESIT

Process Step Description	Process	Person Responsibility	Organisation Responsibility
Notification issued to Smart Awards via SAMS	Process	Centre Manager	Centre
Learner takes resit	Process	Assessor	Centre
Resit grading outcome	Decision	Assessor holds responsibility and experience to make decisions on assessment outcomes	Centre
Grade added to SAMS	Process	Assessor/Centre Manager	Centre
Certificate awarded	Process	Standards and Compliance Officer	Smart Awards
Stop	End		Smart Awards