



RESIT POLICY



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SCOPE

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.

RESPONSIBILITY

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.

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

Learners who fail one or more assessment method will be offered the opportunity to take a resit or a retake.

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.

Learners will be permitted a maximum of two resit attempts to complete the theory assessment (multiple-choice questions) and/or the practical element of the assessment. Each resit attempt for the theory test that a learner sits will be a unique version of the test.

A re-take involves the learner having to undergo further learning before taking the assessment again. When the result notification recommends a re-take, for example, 2 failed resit attempts 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.

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. If any part of the assessment is retaken, then the final grade will be capped at a pass.

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.

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

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

SQA ACCREDITATION PRINCIPLES

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 accreditation qualifications.

Principle 10. The awarding body must ensure that its systems and processes for the identification, design, development, implementation and review of qualifications and assessments are fit for purpose