

Resit and Retake Policy

Objectives

This policy will outline Summit Qualifications UK's approach to retakes of assessments in the event of an Apprentice failing assessment component/s within the End-point |Assessment process.

Although it is the responsibility of the Employer and provider to ensure that an Apprentice is ready for end-point assessment some Apprentices may not pass first time, therefore Apprentices will have the opportunity to re-take assessment components.

It will also outline Summit Qualifications UK's approach if an Apprentice has missed the scheduled assessment time without sufficient notice provided or without being able to provide acceptable evidence of a suitable reason (mitigating circumstances) for not attending.

Re-sit and re-take information

Retakes are available for all components within the end-point assessment process. However, the End-point Assessor, Apprentice and Employer must be confident that the Apprentice is appropriately prepared for any re-take opportunity.

Where an Apprentice is unsuccessful in an assessment component attempt, they should discuss their results with their Employer/mentor and/or Training Provider before re-taking the assessment component. It is highly recommended that an appropriate amount of time is given to allow the Apprentice time for revision/further learning before undertaking a retake, The Employer and Training Provider are advised to discuss this with the Apprentice and have a supportive action plan to prepare the Apprentice for the re-take.

When are retakes required?

Retakes are a further attempt to take an assessment should the Apprentice have initially failed that assessment.



Retakes are only allowed where an Apprentice has failed an assessment/s. An Apprentice cannot retake an assessment to improve their grade.

When retaking an assessment results of the other elements will stand and will not be affected by the retake process.

How many retakes are allowed?

Some standards will require Apprentices to re-enter training after the failure of assessments. These will be detailed in the relevant specifications provided by Summit Qualifications UK for each standard.

Should an Apprentice fail one assessment, this should be retaken as soon as the Apprentice is ready and when practicable for the business. Unless a maximum number of attempts are stated in an Apprenticeship standard. Summit Qualifications UK do not recommend more than 3 attempts at any assessment.

When retaking an assessment activity, the maximum grade that can be achieved for that activity may potentially be only a pass*. However please be aware that some standards have their own rules surrounding the process of retakes, please refer to the assessment plan for further clarification.

If an Apprentice is not successful, they can be resubmitted for all or part of the EPA after an appropriate period of additional training which is agreed by the Employer. Each part or full EPA is charged for, so it is important to be certain the Apprentice is ready. Summit Qualifications UK will require written confirmation from the Employer that they have agreed for the retake to take place.

The retake will need to take place within a 3-month period unless the Apprenticeship standard states a different time frame.

Charges for retakes

There will be a charge for retaking assessments unless there are mitigating circumstances to be considered. The retake fees vary depending on the standard and the assessment that is needed to be retaken.

For more information on retake fees, please see Summit Qualifications UK fees policy

Results of Retakes

If an Apprentice fails one part of the end-point assessment but is successful in others, only the failed element can be re-taken. Results of the other elements will stand and will not be affected by the retake process. The maximum grade that can be achieved by the Apprentice is often a pass* only for the retaken component.

** Some assessment plans do not stipulate the maximum grade allowed for a retake, please refer to the relevant assessment plan for the standard for further information.*

Resits

An Apprentice may undertake a resit if the Employer and Apprentice agree no further training is required.

The maximum grade that can be achieved by the Apprentice is often a pass* only for the resit component.

** Some assessment plans do not stipulate the maximum grade allowed for a resit, please refer to the relevant assessment plan for the standard for further information.*

The Apprentice's Employer will need to agree that a resit is an appropriate course of action. The resit will need to take place within a 3-month period unless the Apprenticeship standard states a different time frame. Summit Qualifications UK recommend within 2 days.

There will be a charge for a resit. The resit fees vary depending on the standard and the assessment that is needed to be resat.

For more information on retake fees, please see Summit Qualifications UK fees policy

If the Apprentice has missed the scheduled assessment time the Apprentice will be offered a resit, and there will be a charge for this assessment plus the original assessment planned. All available grades will be available to them.