

## Re-sit and Re-Take Policy

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| Version Number: | 2.0                           |
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| Review by:      | 4 October 2023                |
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| Reviewed By:    | 4 October 2022, David Hampton |

### Purpose

The purpose of this policy is to set out the required standards for re-sits and re-takes.

### Applicability

This policy is applicable to EPA assessors, apprentices and employers

### General

- Apprentices that fail the EPA will have the opportunity to re-sit/re-take.
  - A re-sit involves the apprentice sitting one or more failed assessment components again, without the need to undertake further training.
  - A re-take requires further training prior to re-taking one or more assessment components again
- Re-sits/re-takes are not to be offered to apprentices wishing to move from pass to merit/distinction or merit to distinction.

**The conditions relating to re-sits/retakes are outlined below and are taken (with some editing for brevity) from the Assessment Plans for the respective Standards.**

#### Level 3 (ST0193) and Level 4 (ST0192)

- Apprentices who fail any one EPA method will be offered the opportunity to re-sit/re-take that one method. The re-sit/re-take must be taken within one month of notification of the result of the original EPA, otherwise the entire EPA must be retaken. The re-sit will be graded pass/merit/distinction and combined with the grades for the other 2 assessment components to determine the EPA grade.
- Apprentices who fail more than one of the EPA methods or who fail their first re-sit/re-take will have re-take the EPA in full after a period of further learning, and the maximum overall grade to be awarded will be 'pass' unless the EPAO establishes that the reason for the original fail was for reasons beyond the apprentice's control.

#### Level 5 (ST0555) and Level 6 (ST0556)

- Apprentices who fail one or more EPA methods will be offered the opportunity to re-sit/re-take that one method. The re-sit is typically taken within three months of notification of the result of the original EPA. The timescale for a re-take is dependant on how much re-training is required and is typically taken within 6 months of the EPA notification. The maximum grade awarded to a re-sit/re-take will be 'pass', unless the EPAO identifies exceptional circumstances accounting for the original fail.
- Apprentices that fail will be given an different examination to re-sit/re-take.
- The apprentices employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/retake.

There is no limit to the number of re-take attempts.

### **Responsibilities**

- In all cases the apprentice's employer will need to agree that a re-sit or re-take is an appropriate course of action.
- All re-sits and re-takes require the approval of the Advanced Analytics Solutions Responsible Officer.

### **Commercial Terms**

- We will charge for re-sits and re-takes, the price to be determined on a case-by-case base in discussion with the employer and training provider at the time of contracting.