



*Mission statement: Inspiring learning, developing character, building futures*

## **Curriculum policies and procedures**

### **Vocational resit (external assessment) policy**

Aim: To support all students in making appropriate choices regarding resitting external assessments on vocational courses.

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## **1. Introduction**

Students enrolled on vocational courses (Level 2 and 3 BTEC and CTEC) will complete formal external assessments in addition to formal internal assessment as part of their course. Internal assessment takes place throughout the programme. External assessment generally takes place in two windows - January and June. Students will be advised about when their formal assessments are taking place by their teachers and via communication from the college exams team.

Students may require or be advised to undertake a resit in these exams, where an opportunity is available.

## **2. Scope of the policy**

The policy outlines the arrangements for these resit opportunities.

## **3. General principles of the policy**

Final grades for these qualifications are calculated by combining grades achieved in the various elements of the vocational courses. It may be in the best interest of the student to undertake a resit where a low grade or fail has been achieved in an external assessment in order to maximize their final grade. However in some cases this may not be the best course of action and they may be better placed focussing on the internally assessed units.

Students will be guided as to the best course of action in their particular circumstances and will be advised of the potential consequences of their choice about whether to undertake the resit or not.

## **4. Resit opportunities**

### **4.1 Level 3 BTEC and CTEC Nationals**

Whilst on roll at college students have a maximum of 3 opportunities to sit an external assessment, made up of their first attempt and two further resit opportunities (providing there is sufficient time and opportunity).

For example, students sitting an external assessment in the January of lower sixth (L6) could resit this assessment in June of L6 and in January of upper sixth (U6).

A student sitting an external assessment in the January of upper sixth (U6) could resit this assessment in June of U6 but would not have any further opportunities as they would leave college in the June of U6.

### **4.2 Level 2 BTEC**

Whilst on roll at college students have a maximum of 2 opportunities to sit an external assessment, made up of their first attempt and one further resit opportunity (providing there is sufficient time and opportunity).

For example, students sitting an external assessment in the January of the Foundation Programme could resit this assessment in June, but a student sitting the external assessment for the first time in the June will not have an opportunity to resit.

4.3 In all cases, the best result from the sittings will be used to formulate the end result rather than the most recent grade.

4.4 Where a student undertakes a resit teachers will provide guidance regarding how to prepare for the assessment, however they will not provide further teaching. Students are expected to use their independent study time to prepare for the assessment.

## **5. Process**

5.1 On receipt of the results teachers will, under the guidance of heads of department, analyse student data to ascertain whether a resit would be beneficial to the student. Students who have achieved a Level 3 U or Near Pass (NP) or a Level 2 Fail (F) or Level 1 Pass (L1P) will be highlighted to teachers for consideration and are most likely to be advised to resit, however teachers will also consider options for students who have achieved a Level 2 or 3 Pass and may suggest they also consider a resit.

Factors to be considered by teachers include:

- Points and grade achieved in the external assessment in conjunction with grades and points already accrued, along with the potential impact of the final grade
- Student performance to date and likely outcome, as far as can be established, in comparison with performance/likely performance in internally assessed units
- Potential impact on other assessments (Internal and external) yet to be taken.

Based on this analysis teachers will make recommendations to students about a resit and will explain the potential consequences of their advice, in terms of outcomes. Students can choose to resit or not based on this advice.

If a student has failed an externally assessed unit, and this is likely to result in them failing the overall qualification, they are expected to resit the assessment.

### **5.2 Requesting a resit**

On receipt of their results students will also be provided with a resit request form.

Should they choose to resit they must complete the resit request form and submit it to the Exams Office along with confirmation that they have made the appropriate payment at Student Finance.

It is important to note that there are tight deadlines for this process, set by the awarding organisation, and students are responsible for meeting the deadlines set.

## **6. Fees and payment**

6.1 The initial sitting of the external assessment is included in student registration with the awarding organisation, resits are not.

6.2 Students on level 3 courses are required to pay for a resit and they will be advised of the costs which are determined by the awarding organisation.

6.3 College will cover the cost of a resit for students on level 2 courses if they achieve a Fail or Level 1 pass to support them in building the skills required to progress.

### **6.4 Financial Support**

Students in receipt of the bursary will be supported with resit fees as per the Bursary policy.

Students who are eligible for financial support and currently receive the bursary will have this paid.

Students who are not in receipt of the bursary but who need financial support to pay this fee may be able to access support through the Access Fund. They should speak to Student Finance for further information and guidance.