

Examinations Resit Policy

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| Valid from (academic year) | 2024/2025 |
| Next review (academic year) | 2025/2026 Policies remain valid until revoked or reviewed. |
| Policy Owner | <i>Examination Manager</i> |
| Committee approval | <i>SLT</i> |
| Policy & EIA Approval date | 9 th of October 2024 |
| Board of governors' committee | <i>N/A</i> |
| Approval date | 9 th of October 2024 |
| Board approval necessary | <i>No</i> |
| Date of Board approval | |

Purpose: This policy outlines the conditions under which students at Stanmore College can resit examinations. It ensures fairness, transparency, and compliance with the regulations of the Joint Council for Qualifications (JCQ) as well as other Non JCQ Awarding Organisations. All students who wish to resit their examinations are required to pay a resit fee, as detailed in this policy.

1. Scope of the Policy

This policy applies to all students enrolled in courses at Stanmore College that lead to qualifications awarded by exam boards regulated by the JCQ and Non JCQ Awarding Bodies. It covers resit exams for internal and external assessments.

2. Resit Eligibility

Students may be eligible to resit an examination under the following conditions:

- **Failure to Achieve a Passing Grade:** If a student has not achieved the required grade or pass mark in their initial attempt.
 - **Improvement of Grade:** Students wishing to improve their grade or qualification.
 - **Missed Exam:** Students who missed the original exam due to illness or other valid reasons (supported by evidence) may resit in the next available series, subject to the college's approval.
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3. Resit Registration Procedure

1. **Application Deadline:** Students must submit their resit request by the deadline set by the college for each exam series.
2. **Completion of Resit Form:** A resit application form must be completed, detailing the subject(s) and exam(s) the student wishes to resit.

3. **Payment of Resit Fee:** Resit requests will only be processed upon payment of the required fee (see Section 5 for details).
 4. **Confirmation of Entry:** Once the resit request and payment are received, students will receive confirmation of their entry and the exam timetable via the Student App.
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4. Payment of Resit Fees

- **Mandatory Fee Payment:** All students are required to pay a resit fee for each examination they wish to retake. This applies to both internal and external assessments.
 - **Fee Amount:** The resit fee is set according to the cost charged by the awarding body and an additional administrative charge from the college. The exact fee for each subject or qualification can be found in Annexe 1 of the current policy and is subject to change based on awarding body pricing.
 - **Payment Deadline:** The full payment must be made by the set internal deadline. Failure to pay on time will result in the student not being entered for the resit exam or the increase of the original fee based on the penalties imposed by the examining boards. For further information regarding deadlines and closing dates, please relate to Appendix 2 or contact the examination team.
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5. Fee Waivers and Concessions

The college does not offer routine fee waivers for resits. However, in exceptional cases, students facing financial hardship may apply for financial support, subject to meeting the college's eligibility criteria. This support is limited and not guaranteed.

6. Exam Board Regulations

All resits will be conducted in accordance with JCQ regulations. This includes:

- **Timetabling and Supervision:** The exam will be conducted under JCQ and Non JCQ Awarding Organisations guidelines for invigilation, timekeeping, suspected malpractice and student conduct.
 - **Access Arrangements:** Any special arrangements previously approved for students (e.g., extra time, use of a reader or scribe) will also apply to resits, provided the necessary documentation is submitted in advance.
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7. Conduct During Resit Exams

Students must adhere to the JCQ and Non JCQ Awarding Organisations regulations for conduct during examinations. Any instances of misconduct or academic dishonesty will be reported to the relevant awarding body and may result in disqualification from the resit and future exams.

8. Results and Certification

- **Grading:** Resit exams will be marked in accordance with the same criteria as the original exams.
 - **Results:** Students will receive their results in line with the awarding body's result publication schedule.
 - **Certification:** The higher of the two grades (original and resit) will be used for certification, unless the awarding body stipulates otherwise.
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9. Appeals and Special Consideration

- **Appeals:** Students have the right to appeal their resit results in accordance with JCQ and awarding body guidelines. Appeals must be submitted in writing and may incur additional fees.
- **Special Consideration:** If a student encounters adverse circumstances (e.g., illness) during the resit, they may apply for special consideration as per JCQ regulations. Evidence must be submitted within the awarding body's specified timeframe.

10. Resit Opportunities

Students can only resit exams during designated resit periods as determined by the awarding body and the college. These will typically align with the main exam series in January, June, or November (depending on the course).

11. Policy Review

This policy will be reviewed annually to ensure it remains compliant with JCQ regulations and meets the needs of students and the college.

For any further queries or clarification, students are encouraged to contact the Exams Office at Exams@stanmore.ac.uk

Effective Date: 09/10/2024

Policy Owner: Larisa Mitten – Examination Manager

Last Reviewed: 20/09/2024

Next Review: 01/11/2025

By implementing this policy, Stanmore College ensures that the exam resit process is transparent, fair, and consistent with JCQ guidelines while maintaining the integrity of the assessment process.

Appendix 1

Closing Dates for examinations

EXAMINATIONS CLOSING DATES 2024-2025

AQA

November 2024 Resits

CLOSING DATES

Friday 27th September 2024

June 2025 GCSE's

Friday 7th February 2025

CACHE

HSC/EDEA January 2025

Friday 6th December 2024

HSC/EDEA Summer 2025

Friday 4th April 2025

DCE2 – January 2025

Friday 13th December 2024

DCE2 – June 2025

Friday 4th April 2025

HSC/CEA – January 2025

Friday 6th December 2024

HSC/CEA – May 2025

Friday 4th April 2025

T level EYE Core components -Autumn 2024

Friday 4th October 2024

T level EYE Core components -Summer 2025

Friday 28th March 2025

T Level EYE OS – Summer 2025

Friday 13th December 2024

T Level Health Core Components -Autumn 2024

Friday 11th October 2024

T Level Health Core Components -Summer 2025

Friday 29th March 2025

T Level Health OS – Summer 2025

Friday 7th February 2025

T Level Health. Sci. Core Comp -Autumn 2024

Friday 4th October 2024

T Level Health. Sci. Core Comp -Summer 2025

Friday 11th March 2025

Internal units grade claim submission

Friday 23rd May 2025

OCR GENERAL QUALS

All GCSE's Summer 2025

Friday 7th February 2025

Edexcel BTEC

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|---------------------------------------|--|
| All Registrations | Friday 27 th September 2024 |
| External assessments – January 2024 | Friday 4 th October 2024 |
| External assessments – June 2025 | Friday 7 th March 2025 |
| Internal units grade claim submission | Friday 23 rd May 2025 |

Edexcel GCSE

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|------------------------|--|
| GCSE Maths Nov 2024 | Friday 27 th September 2024 |
| GCSE Maths Summer 2025 | Friday 7 th February 2025 |

Edexcel T Level

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|---|--|
| T Level Digital. Core Comp.- Autumn 2024 | Friday 27 th September 2024 |
| T Level Digital. Core Comp.- Summer 2025 | Friday 7 th February 2025 |
| T Level Digital. OS - Summer 2025 | Friday 27 th September 2024 |
| T Level Accounting – Core Comp -Autumn 2024 | Friday 27 th September 2024 |
| T Level Accounting – Core Comp -Summer 2025 | Friday 7 th February 2025 |
| T Level Accounting – OS Summer 2025 | Friday 27 th September 2024 |

City and Guilds

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| T Level Man.& Admin. Core Autumn 2024 | Friday 27 th September 2024 |
| T Level Man.& Admin. Core Summer 2025 | Friday 6 th December 2024 |
| T Level Man.& Admin OS Summer 2025 | Friday 8 November 2024 |
| T Level Engineering Core Comp Summer 2025 | Friday 6 th December 2024 |

ON –DEMAND/ON –LINE (Inc; VTCT, AAT, ESB, EDEXCEL & Resits)

All on-demand exam entries must be requested no less than 3 weeks from the date of the exam, unless a slot has been previously booked.

PLEASE NOTE IMPORTANT INFORMATION REGARDING ACCESS ARRANGEMENTS

IF A STUDENT NEEDS SPECIAL ARRANGEMENTS FOR AN EXAM WE WILL NEED AT LEAST 5 WEEKS NOTICE BEFORE FIRST EXAM. ALL AWARDING BODIES HAVE TO BE NOTIFIED.

ALL REQUESTS TO EXAMS MUST BE MADE EXAM BOOKING FORM, UNTIL TRAINING FOR PROSOLUTION EXAM REQUEST HAS BEEN RECEIVED. PLEASE CONTACT THE EXAMS TEAM TO BOOK YOUR TRAINING

exams@stanmore.ac.uk

Appendix 2

Examination Resit

Fees

AQA

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|-----------------|---------|
| Resit Fees | £50.00 |
| Late Entry | £100.00 |
| Very late entry | £150.00 |

NCFE CACHE

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| Late entry or entry amendment | £10.00 |
| Very late entry or entry amendment | £20.00 |
| Re-take – TQ Core Component – External Test | £20.00 |
| Re-take – TQ Core Component – Employer Set Project | £20.00 |
| Re-take – Occupational Specialist Component | £35.00 |
| External assessment resits (Others) | £30.00 |

OCR

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|------------------------|---------|
| Resit Fees | £50.00 |
| Late Entry | £100.00 |
| Very late entry | £150.00 |

PEARSON EDEXCEL

GCSE

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|-----------------|---------|
| Resit Fees | £50.00 |
| Late Entry | £100.00 |
| Very late entry | £150.00 |

Functional Skills

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| Entry Level Resit Fees | £20.00 |
| L1/L2 Resit Fees | £25.00 |

BTEC Level 3 Nationals

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| Resit | £43.00 |
| Late Fee | £22.00 |
| High late fee | £44.00 |
| Extremely late fee | £66.00 |

BTEC Level 1/Level 2 Firsts

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| Resit | £25.00 |
| Late Fee | £35.00 |
| High late fee | £45.00 |
| Extremely late fee | £55.00 |
| Onscreen, on-demand tests Resit | £35.00 |

T Level Technical Qualification in Digital Production, Design and Development

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| Re-take TQ core component external test | £90.00 |
| Re-take - TQ Core Component - Employer Set Project | £45.00 |
| Re-take Occupational specialism component | £130.00 |
| Late entry or entry amendment | £45.00 |
| Very late entry or entry amendment | £90.00 |

T Level Technical Qualification in Accounting

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|--|---------|
| Re-take TQ core component external test | £130.00 |
| Re-take - TQ Core Component - Employer Set Project | £65.00 |
| Re-take Occupational specialism component | £190.00 |
| Late entry or entry amendment | £61.00 |
| Very late entry or entry amendment | £122.00 |

City & Guilds

T Level Technical Qualifications in Management and Administration

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|--|---------|
| Re-take TQ core component external test | £25.00 |
| Re-take TQ core component employer set project | £45.00 |
| Re-take Occupational specialism component | £140.00 |
| Late entry or entry amendment | £30.00 |
| Very late entry or entry amendment | £40.00 |

T Level Technical Qualification in Maintenance, Installation and Repair for Engineering and Manufacturing

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|--|---------|
| Re-take TQ core component external test | £25.00 |
| Re-take TQ core component employer set project | £50.00 |
| Re-take Occupational specialism component | £155.00 |
| Late entry or entry amendment | £30.00 |
| Very late entry or entry amendment | £40.00 |

AAT

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| Level 2 and 3 (except Synoptic Exam) | £71.00 |
| All Level 4 | £74.00 |
| Synoptic Exams | £76.00 |
| Absence Fee - All Levels | £20.00 |

ESB

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| ESB Entry Level Award in ESOL Skills for Life (Reading) (Entry 1) | £20.00 |
| ESB Entry Level Award in ESOL Skills for Life (Reading) (Entry 2) | £20.00 |
| ESB Entry Level Award in ESOL Skills for Life (Reading) (Entry 3) | £20.00 |
| ESB Level 1 Award in ESOL Skills for Life (Reading) | £21.00 |
| ESB Level 2 Award in ESOL Skills for Life (Reading) | £21.00 |
| SB Entry Level Award in ESOL Skills for Life (Writing) (Entry 1) | £20.00 |
| SB Entry Level Award in ESOL Skills for Life (Writing) (Entry 2) | £20.00 |
| SB Entry Level Award in ESOL Skills for Life (Writing) (Entry 3) | £20.00 |
| ESB Level 1 Award in ESOL Skills for Life (Writing) | £21.00 |
| ESB Level 2 Award in ESOL Skills for Life (Writing) | £21.00 |
| ESB Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1) | £47.00 |
| ESB Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 2) | £49.00 |
| ESB Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 3) | £50.00 |
| ESB Level 1 Award in ESOL Skills for Life (Speaking and Listening) | £55.00 |
| ESB Level 2 Award in ESOL Skills for Life (Speaking and Listening) | £60.00 |