Candidate Resit and Resubmission Policy

This policy outlines the Colleges re-sit and resubmission policy for all accredited courses.

The aim is to provide consistent information to all staff and students on the process for re-sitting exams or resubmitting work (where exams are not taken).

Resit Policy

Resits will not be permitted/offered to external candidates
Resit/resubmission decisions will be made by the Programme Manager and offered to learners if felt appropriate.
Resits will only be available on planned dates.
Where possible, resits will be arranged with other exams/assessments to make invigilation efficient.
All resits, excluding those for fully funded and ESOL learners, will be charged at the Awarding Body rate plus an administration fee of £15 per module/exam/assessment. Please ask a member of the Registry Team for further details.
Learners will only be able to take a resit or resubmit assessments once per module/assessment.
Learners who fail to attend an exam without giving 24 hours' notice to the exams office will be charged a resit fee at their next attempt at that exam.
All re-sit fees paid are non-refundable unless in exceptional circumstances at the discretion of the Registry Manager. Sufficient evidence might be required to support any request for refunds.
All resits/resubmissions must be made by September following that academic year
Learners who fail a resit for Functional Skills, ESOL or Digital Employability can be considered for re-enrolment at the discretion of the relevant Programme Manager after a referral has been made. You should contact your tutor or the main College line to request this.

GCSEs Only

➢ Resits are only permitted where candidates achieve a grade 3 and are within 5 marks of a grade 4.
➢ In all other circumstances where candidates achieve under this re-enrolment will be considered on an individual basis and a referral to the relevant Programme Manager is required. No re-sits are permitted for candidates who achieve a grade 4 or higher.