

Re-sit and Re-take Policy

Introduction

This policy is aimed at ICME's customers where ICME are the End-point Assessment Organisation (EPAO), providing End-point Assessment services (EPA) for an Apprenticeship Standard.

This policy will provide the definition of Re-sits and Re-takes of an End-point Assessment and define the circumstances around taking a Re-sit or Re-take of an End-point Assessment.

Review arrangements

At ICME we shall review the policy annually as part of our self-evaluation arrangements to ensure that it is fit for purpose and that it continues to reflect the requirements of End Point Assessment.

However, a review will be commissioned earlier should any issues arise in relation to any findings through review processes or changes to legislation.

Any review of policies are signed off by Finance and General Purposes committee (F&GP) before being issued.

Document Version History

Issue Date	Author	Summary of Changes	Date of next Review
06/11/20	A Worrallo	Creation of Policy	November 2021

Definition

Re-sit – An Apprentice will be able to undertake a re-sit where there are extenuating circumstances which will impact on the assessment grade e.g. illness, accident on the way to the test etc. The apprentice must provide evidence in order for a re-sit decision to be made. Further learning is not required for a Re-sit, but the assessment must be Re-sat during the End-point Assessment window stipulated in the Assessment Plan.

Re-take – An Apprentice will be able to retake an assessment but must evidence additional learning has taken place. This evidence will be requested prior to any retake.

Both assessments can be completed due to a failure of one or more components of their End-point Assessment. The identification of if the assessment is defined as a re-sit or re-take will be provided by the EPAO.

Re-sit Conditions

Number of Re-sits and Re-takes

There is no limit to the number of re-sits and/or re-takes allowed, unless it is otherwise specified within the individual assessment plan.

Agreement to complete Re-sits and Re-takes

A Re-sit or Re-take cannot be completed without prior agreement from their employer and training provider, including the agreement of fees between ICME and the provider/employer.

Re-take Declaration Form

In order for a re-take to be taken a Re-take declaration form with evidence of additional learning undertaken must be completed before any apprentice that fails an assessment retakes their assessment. This form must be uploaded to and accepted by ICME before a re-take can be completed.

You can find the Retake declaration in the Toolkit Handbook for your required Apprenticeship Standard.

Re-sit/Re-take Grades

The highest grade an Apprentice can gain from a re-sit or re-take is a pass unless there are exceptional circumstances accounting for the original fail. This decision would be made by the EPAO.

Cost for Re-sits and Re-takes

There will be a cost to complete a Re-sit/Re-take that is required to be paid to ICME prior to the Re-sit/Re-take taking place. This will be an additional cost to the original EPA fee per Apprentice.

Details of the fees can be found in the EPA Fees Policy.

GDPR

We may need to access confidential information, ICME will ensure that such information is kept secure and only used for the purposes of the investigation in line with relevant GDPR legislation. ICME will not normally disclose the information to third parties unless required to do so in instances such as with regulators/awarding bodies or law enforcement. For more information, please access our Privacy Statement at our website or view our GDPR Policy.

Contact us and guidance

If you have any queries about the contents of this policy or wish to gain further guidance or give feedback please contact 0121 7521810 or email epainfo@icme.org.uk