

RSL VQ Controlled External Assessment Resit and Retake Policy 2019-20



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This is Version 2.1 of the RSL VQ Controlled External Assessment Resit and Retake Policy. This policy is intended for internal and external use.

The policy is subject to regular revision and maintained electronically. Electronic copies are version controlled.

Introduction

This policy is for all centres that are delivering Performance Tables versions of RSL Vocational Qualifications.

The purpose of the policy is to set out the procedures related to the resit and retake process for learners at RSL centres.

This policy is available on our website at www.rslawards.com

This policy will be subject to review and monitoring by RSL and if necessary, will be amended and updated following feedback from centres. All future versions to this policy will be posted on our website.

Issue and Review

The date of issue of this policy is August 2019. This policy will be reviewed annually. This policy refers to the following:

- Resits within the academic year.
- Resits outside the academic year.
- Retake opportunity for Level 3 learners only.

This policy outlines the process for all the above options and includes Frequently Asked Questions (FAQs) for both the Resit and Retake processes.

For any additional questions following review of the policy and FAQs, please contact vocational@rslawards.com

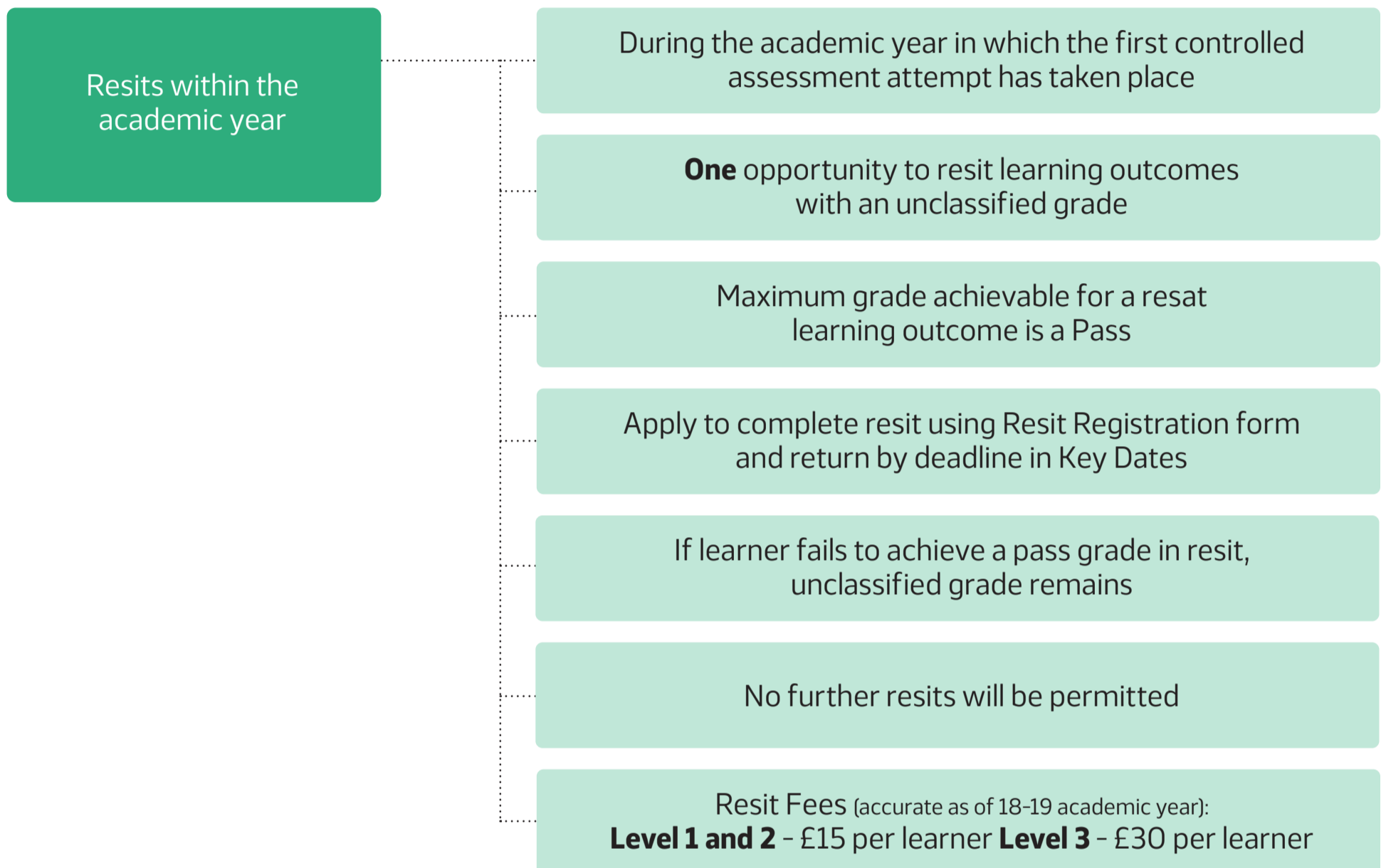


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Resits within the academic year

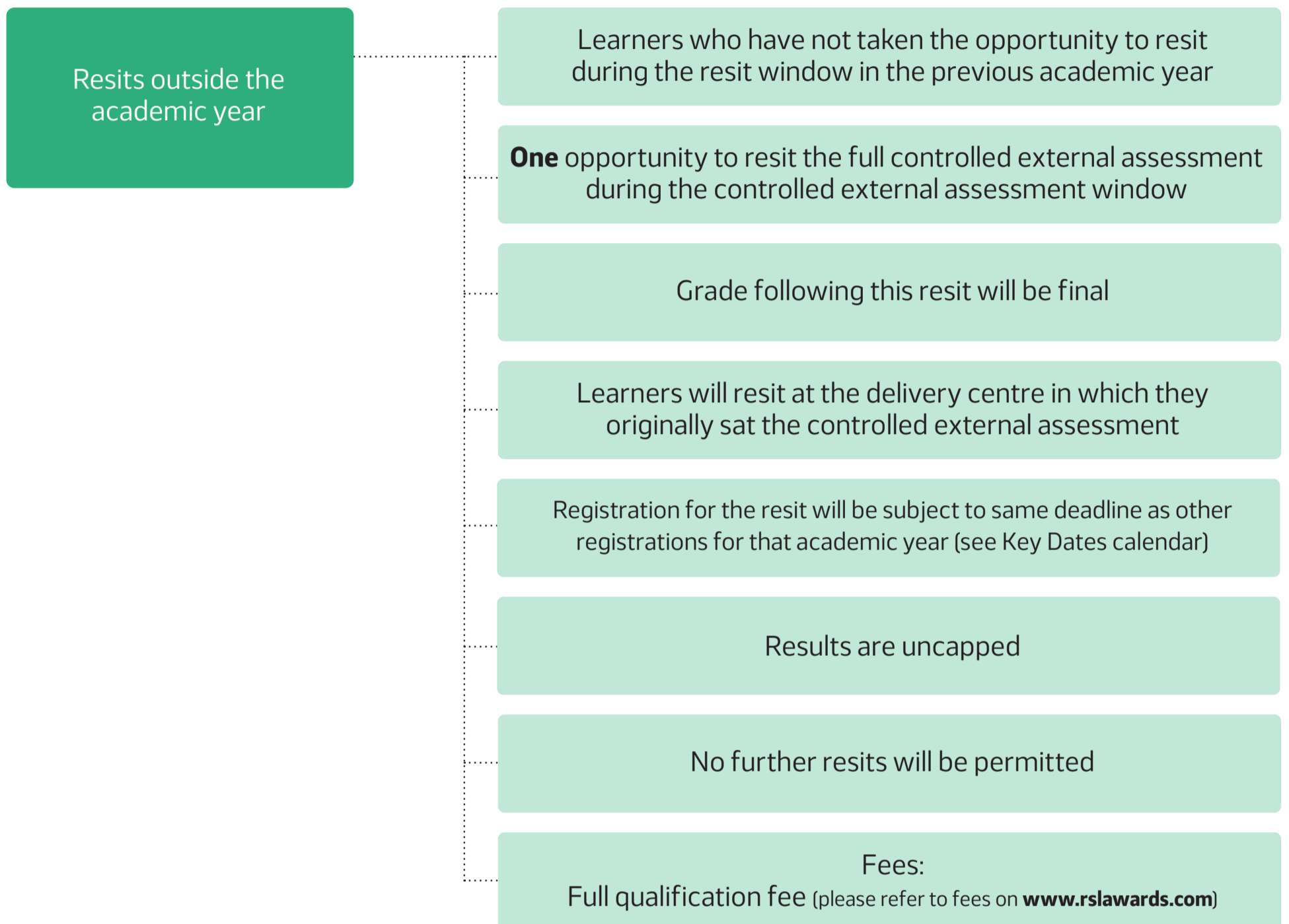
When a learner does not achieve a Pass grade for one or more learning outcomes within an externally assessed unit, they are permitted to resit the unclassified learning outcomes within the same academic year in which they sat the Controlled External Assessment.





Resits outside the academic year

In exceptional circumstances, learners who did not take up the resit opportunity during their time at their centre may be offered an opportunity to resit outside the programme time in the following academic year.





Process for Resits

Resits within the academic year

- Only available for unclassified learning outcomes. If a learner has passed all learning outcomes, they are not eligible to resit.
- A '**VQ Resit Registration Form**' will be available on our main website **www.rslawards.com**. This must be completed fully and returned to **vocational@rslawards.com** by the date and time identified on the **Key Dates Calendar**. Failure to do so will result in learners not being permitted to take part in the assessment.
- Please note, if a learner's result is being appealed, they are not eligible for a resit opportunity unless the outcome being appealed is separate to the outcome being resat. For example, LO1 could be appealed and LO2 could be resat. You could not have AC 1.1 appealed and 1.2 resat as they are part of the same learning outcome. Please refer to the **RSL Appeals Policy Vocational Qualifications** for more information - **www.rslawards.com/about-us/policies-regulations/**
- Confirmation of learner's eligibility to resit will be identified against the learner registration on **cloud.rslawards.com** prior to the start of the resit window. You will also receive an email confirmation.
- The resit window for learners who have registered for a resit opportunity will open on the date identified in the **Key Dates Calendar**.
- Learners will work to the same Controlled External Assessment brief as their first attempt. The hours required are those as specified for the learning outcome in the controlled assessment brief. A controlled assessment log will need to be kept for the hours used in the resit opportunity.
- Learner work for the resit opportunity must be uploaded to **cloud.rslawards.com** by the date and time specified in the **Key Dates Calendar**.
- Controlled assessment logs and learner declaration forms for the resits will need to be provided in the same way that these were required for the first submission for Controlled External Assessment.
- Results will be released with the qualification results on the date identified in the **Key Dates Calendar**. If the resit remains unclassified, the overall qualification will remain unclassified.
- No additional resit opportunities will be given.



Resits outside of the academic year:

- Learners must be re-registered and the full qualification fee will be charged. The registration must be made by the learner registration deadline as identified in the **Key Dates Calendar**.
- The learner will resit within the Controlled External Assessment window, not the Resit window.
- The learner must complete the whole new brief, not resit the work previously created.
- Results are uncapped as the work is to a completely new brief.
- Results will be released in line with the **Key Dates Calendar**. No additional opportunities to resit will be given. If the resit remains unclassified, the overall qualification will remain unclassified.

Retake

Following guidance from the Department for Education (DfE), there is now an additional Retake opportunity for **Level 3 learners only**.

In order for learners to participate in the retake,

- Open to all currently registered Level 3 learners who sat externally assessed units in the previous academic year, regardless of the grade achieved or if they have already had a resit opportunity.
- Learners must retake a whole assessment (from a new RSL produced brief) rather than individual learning outcomes.
- The results are uncapped.
- The retake opportunity will be given in the Controlled Externally Assessed window and the results released as per the **Key Dates Calendar**.
- Learners who participate in a retake will not be offered a further resit opportunity following the retake.
- Learners must be registered for the Controlled External Assessment for this academic year in order to receive the assignment brief of the retake opportunity. The brief will be the same as the Controlled External Assessment brief for the current academic year.
- Centres will not be able to make amendments to externally assessed units so will need to apply to Head Office to participate in the Retake opportunity. If the learner has passed the externally assessed unit and is retaking in an attempt to improve their grade, please top up the learner's registration prior to applying to retake (e.g. top up from a subsidiary diploma to an extended diploma.)
- If a learner has achieved an unclassified outcome in the current assessment year for the controlled assessment and wishes to Retake in the following assessment year, the registration will need to be topped up by Head Office. In this instance, the learner would not be certificated for the Subsidiary Diploma, only the Extended Diploma (should they receive a pass.)
- To apply to retake, please complete a '**Retake Application Form**' and return to **vocational@rslawards.com**



FAQs for Resits

Please note the majority of the FAQs refer to Resits within the academic year.

1. What is the Resit window?

The Resit window is the time period in which a learner who does not achieve a Pass grade for one or more learning outcomes within an externally assessed unit is permitted to resit the unclassified learning outcomes within the same academic year in which they sat the Controlled External Assessment.

2. What is the difference between Resit, Retake and Resubmission?

Resits: For unclassified grades from external assessment. Learners are able to resit the specific learning outcomes they did not pass. This applies to all levels of qualification. Resits are capped at a pass.

Retake: For Level 3 learners who are completing their qualification in the current academic year. It is open to all currently registered Level 3 learners who sat externally assessed units in the previous academic year, regardless of grade achieved. They must retake the whole assessment (from a new RSL produced brief) rather than individual learning outcomes. The results will not be capped.

Resubmission: This is for all levels of qualification and applies to internally assessed units.

All policies for the above can be found on our website at <https://www.rslawards.com/about-us/policies-regulations/>

3. What is the difference between resits within the academic year and resits outside the academic year?

Resits within the academic year – This will apply to the majority of learners. Resits must be completed within the academic year in which the External Controlled Assessment was completed.

Resits outside the academic year – In exceptional circumstances, learners who did not take up the Resit opportunity during their time at their centre may be offered an opportunity to Resit outside the programme time in the following academic year. This would be once the learner has left the centre and the centre must make sure the learner is registered and that they are able to support this.

4. How do I register my learners for the resit window?

You can find a '**VQ Resit Registration Form**' on our website. This must be completed fully and returned to vocational@rslawards.com by the date and time identified in the **Key Dates Calendar**. Failure to do so will result in learners not being permitted to take part in the resit window.

5. Will my learners automatically be eligible if I send the Resit application in?

No. Learners are only eligible to resit unclassified learning outcomes. If they have received a grade for the outcome, they will not be eligible to resit.



6. How will I know if my learners have been accepted for the resit opportunity?

This will be identified against the learner registration on the cloud.rslawards.com site prior to the start of the resit window. You will also receive a confirmation email.

7. Do they use the same Controlled External Assessment brief for the resit as for the first opportunity?

Yes.

8. Do learners have to create completely new work for the resit?

No. Learners can add to existing work for the resit but all work for the learning outcome must be submitted.

9. What needs to be submitted for the resit?

- All work for the learning outcome that is being resat must be provided, even if some of it was submitted in the first window. Work submitted in the previous window will not be referred to by the assessor.
- A new **Controlled Assessment Log** for the resit
- A new signed **Learner Declaration form** for the resit.

10. Why do the Controlled Assessment Log and Learner Declaration have to be completed again for the resit?

All work created must be authenticated as created by the learner and within the timescales. **Learner Declarations** and **Controlled Assessment Logs** submitted for the first submission do not authenticate the resit work and this is why new logs and declarations are required for the resit.

11. What happens if we do not submit Learner Declarations and/or Controlled Assessment Logs with the resit?

We cannot release results without the **Learner Declarations** or **Controlled Assessment logs** so results will be withheld until these are submitted. If the documents are missing, we will contact you as soon as the assessor highlights that they have not been submitted. Due to the time of year the resits are held, the delay to certification could impact on the date that the results are submitted to both DfE and UCAS.

12. Where is the work submitted?

Against the learner registration on cloud.rslawards.com in the same way as the first submission.



13. The students didn't use the Controlled External Assessment window. Can they use the resit window as their first opportunity?

No. The learner must have attempted and submitted evidence for the Controlled External Assessment in the published window in order to be eligible for a resit. If they have missed the window for this academic year, they will need to sit the Controlled External Assessment in the following academic year.

The evidence submitted must demonstrate an attempt at the assessment. For example, a cover sheet by itself will not be considered an attempt.

14. What are the deadlines?

Please refer to our **Key Dates Calendar** here - <https://www.rslawards.com/vocational/vocational-qualifications-dates-fees/> All required documentation must be uploaded by the time and date indicated under 'Deadline of Submission of evidence for Resit for Controlled External Assessment.'

15. When are the results published?

Please refer to the **Key Dates Calendar**. The results will be released with the overall qualification validation. Please refer to the date for 'Results validated on rslawards.com and issued to centres.'

16. What happens if a learner resits but still achieves an unclassified grade?

The grade for that unit will remain unclassified. This means that the overall qualification for that learner will remain as unclassified. There will be no further opportunity to resit. If you feel there are grounds for appeal, please refer to the **RSL Appeals Policy Vocational Qualifications** policy on our website. In this circumstance, the learner could be eligible for a smaller size qualification or unit certification for the units achieved.

17. What about Special considerations and Reasonable Adjustments?

Special considerations will need to be applied for as per the **RSL Special Considerations policy**. The policy and the form can be found on our website here - www.rslawards.com/about-us/policies-regulations/

Centres are required to provide reasonable adjustments in accordance with their policy to learners as required. RSL do not award Reasonable Adjustments for Vocational Qualifications. Your centre should use the JCQ regulations and assign any adjustments the learner is entitled to for the External Assessment component.

18. What is the charge for the resit and how do I pay?

Level 1 and 2 - £15 per learner*
Level 3 - £30 per learner*

**Prices correct as of academic year 2019-20.*

Centres will be invoiced for each learner resitting.



19. The learners have sat the Controlled External Assessment this year but do not want to resit this academic year. Can they resit next year?

Only if they will have left the centre. Learners must resit the Controlled External Assessment within the academic year in which they initially attempted it. They can resit outside the programme time if they have left the centre and the centre are able to facilitate this. The learner will need to be re-registered and the full qualification fee paid.

20. I want to appeal a learner's grade and also apply for a resit for an outcome. Can I do this?

No. An appeal will not be considered if a learner has applied for a resit opportunity for the same outcome. Please refer to our **RSL Appeals Policy Vocational Qualifications** for more information - www.rslawards.com/about-us/policies-regulations/

21. I want to appeal a grade for one learning outcome and apply to resit another outcome. Can I do that?

Yes, as long as they are separate outcomes and not separate assessment criteria. For example, LO1 could be appealed and LO2 could be resat. You could not have AC 1.1 appealed and 1.2 resat as they are part of the same learning outcome.



FAQs for Retakes

1. What is the Retake window?

Following guidance issued by the Department for Education, RSL will be offering an extra uncapped resit window for those learners due to complete Key Stage 5 in Summer 2019. This will be referred to as a Retake. The Retake will be for a whole new RSL produced assignment brief, under controlled assessment conditions. This will take place in the current Controlled External Assessment window as per our Key Dates Calendar.

2. What is the difference between Resit, Retake and Resubmission?

Resits: For unclassified grades from external assessment. Learners are able to resit the specific learning outcomes they did not pass. This applies to all levels of qualification. Resits are capped at a pass.

Retake: For Level 3 learners who are completing their qualification in the current academic year. It is open to all currently registered Level 3 learners who sat externally assessed units in the previous academic year, regardless of grade achieved. They must retake the whole assessment (from a new RSL produced brief) rather than individual learning outcomes. The results will not be capped.

Resubmission: This is for all levels of qualification and applies to internally assessed units.

All policies for the above can be found on our website at www.rslawards.com/about-us/policies-regulations/

3. Why is this only for Level 3?

This has been mandated by the DfE for Level 3 learners only.

4. How do I register my learners for the Retake window?

Learners will need to be registered for the external assessment on the current assessment year. Centres will not be able to make amendments to externally assessed units so will need to apply to Head Office to participate in the Retake opportunity. Please complete a '**Retake Application Form**' and return to vocational@rslawards.com prior to the start of the Controlled External Assessment window.

If the learner achieved a grade other than unclassified and they are retaking to improve their grade, please top up the learner registration first before applying to retake.



5. Will my learners automatically be eligible for the Retake?

No. Learners need to meet the eligibility criteria as listed below. If they do not meet these criteria, the retake opportunity will not be granted.

- This is available ONLY for learners due to complete Key Stage 5 in the current academic year.
- This applies to externally assessed units only.
- This is available ONLY to learners who are undertaking Tech Level qualifications at Level 3.
- It can be used for any externally assessed unit already completed, irrespective of whether this has been resat or not.
- It is open to all eligible learners irrespective of the grade achieved.
- It is open to all eligible, registered learners who sat externally assessed units in the previous academic year.

6. How will I know if my learners have been accepted for the retake opportunity?

This will be confirmed via an email response.

7. How do we get the Controlled External Assessment brief?

If your learners are confirmed as eligible for the retake, the Controlled External Assessment briefs will be made available in the '**External Assessment**' section of the RSL Administration site **cloud.rslawards.com/secure/vocational/external-assessments** selecting the 'Controlled External Assessment Briefs' button. Please note that the Controlled External Assessment brief for the retake will be the same brief as that issued for the Controlled External Assessment for academic year 18/19.

8. Can learners retake the individual learning outcomes they failed?

No. For the retake opportunity, learners must complete the whole assignment.

9. What are the deadlines?

The start and end of the retake window will be the same as the Controlled External Assessment window, published in our **Key Dates Calendar**. Please refer to our **Key Dates Calendar** here - **www.rslawards.com/vocational/vocational-qualifications-dates-fees/**

10. When are the results published?

Please refer to the **Key Dates Calendar**. Please note that retake learners will not be eligible for the resit window as the retake is a third attempt at the Controlled External Assessment.

11. What about learners who have left the centre?

These learners are not eligible for the retake opportunity. The retake opportunity only applies to learners who are currently registered.



12. What happens if a learner retakes following unclassified grades the previous year but still achieves an unclassified grade?

The grade for that unit will remain unclassified. This means that the overall qualification for that learner will remain as unclassified. There will be no further opportunity to resit. If you feel there are grounds for appeal, please refer to the **RSL Appeals Policy Vocational Qualifications** on our website.

13. What about Special Considerations and Reasonable Adjustments?

Special considerations will need to be applied for as per the RSL Special Considerations policy. The **policy** and the **form** can be found on our website here - www.rslawards.com/about-us/policies-regulations/

Centres are required to provide reasonable adjustments in accordance with their policy to learners as required. RSL do not award Reasonable Adjustments for Vocational Qualifications. Your centre should use the JCQ regulations and assign any adjustments the learner is entitled to for the External Assessment component.

14. My learners passed the external assessment last year but they would like to retake to try and improve their grade. Can they do this?

Yes. However, please consider the overall workload of your learners and whether you can facilitate the complete assessment in the time.

15. If a learner retakes and gets a lower grade than they did the first time round, can they keep their original grade?

Yes.

16. If a learner is retaking because they achieved an unclassified in their first year on the Subsidiary Diploma and they are enrolled on the Extended Diploma in year two, will they be certificated for their subsidiary diploma?

No. If a learner has achieved an unclassified outcome in the current assessment year for the controlled assessment and wishes to Retake in the following assessment year, the learner would not be certificated for the Subsidiary diploma, only the Extended Diploma (should they achieve a pass.)

17. What is the charge for the retake and how do I pay?

This is the same as the resit policy and will be £30 per learner. Centres will be invoiced for each learner retaking.

18. Why is there a charge?

As per our usual resit policy, the charge is for administration and marking of the Controlled External Assessment.