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RESIT AND RETAKE POLICY

Scope

This policy applies to all students enrolled in the foundation course at Veritas Mediation Academy (VMA) who fail an assessment component or are unable to attend an assessment due to valid mitigating circumstances.

Purpose of the Policy

The policy outlines the procedures for resits and retakes, ensuring fairness and clarity in handling failed assessments or missed assessment opportunities. It also establishes guidelines for addressing absences due to extenuating circumstances.

Definitions

Resit: A resit allows students to retake a failed assessment component without requiring additional learning or training beforehand.

Retake: A retake involves additional learning or retraining before the student attempts the assessment again. Retakes are recommended when significant gaps in knowledge are identified by the Assessor.

Resit and Retake Procedures

1. Retakes are applicable for all modules in the course.
2. Students must confirm their intent with the admin team to retake via email, and the lead tutor must approve new retake dates.
3. The admin team will coordinate with the lead tutor to finalise retake schedules.
4. Students must be given at least 14 days to prepare for the retake.
5. Each module can only be retaken once, incurring a fee of £150. Failure after a retake requires re-enrolment in the course, with applicable fees.
6. Retakes are strictly for students who fail a module—not for improving grades.

Resits

1. Resits may be granted if external factors beyond the student's control (e.g., illness, bereavement) affected their performance or attendance.
2. Students must submit a special consideration application along with supporting evidence (e.g., medical certificates).
3. Applications without reasonable evidence may be dismissed.
4. Mitigating circumstances considered include:

Resit and Retake Policy	RRP.001	Version 1.0
Prepared by: Dorian Ramirez	Approved by: Stuart Hanson	Page 5 of 3

- Health issues or illness
 - Bereavement
 - Last-minute travel disruptions
5. Students must inform their lead tutor of potential mitigating circumstances before the assessment date to allow adjustments (e.g., postponement).
6. Resit fees may apply depending on the nature of the reassessment.

Special Considerations

VMA will review applications for special consideration based on:

- The nature and severity of mitigating circumstances.
- Timeliness of notification (e.g., cancellations after 5 PM on the day before assessments may require additional evidence).
- Adequacy of supporting documentation.

Key Notes

- Resits and retakes aim to uphold academic integrity while accommodating genuine challenges faced by students.
- Students are encouraged to prepare thoroughly for assessments to minimise reliance on resits or retakes.

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Resit and Retake Policy	RRP.001	Version 1.0
Prepared by: Dorian Ramirez	Approved by: Stuart Hanson	Page 5 of 3