Reassessment Procedure

Introduction

From time to time candidates may not reach the required standard to achieve a pass in written examinations, log books, pool practical or theory assessments. Survive and Save Training Limited is committed to providing opportunities for all candidates undertaking training courses with us to be reassessed within a reasonable time.

ASA Teaching and Coaching Qualifications

Reassessment of Written Examination (NQF qualifications only)

Written examinations are taken for:

- ASA/UKCC Level 1, Unit 2
- ASA/UKCC Level 2, Unit 1
- ASA/UKCC Level 2, Unit 4

Candidates are allowed up to 3 re-assessment attempts for any unit. This procedure covers application for re-assessment for written examination under these circumstances:

1. Upon receipt of assessment results from the ASA Awarding Body the candidate should contact Survive and Save Training to obtain a re-assessment date. The ASA Awarding Body requires at least 28 days notice to process applications for re-assessment.
2. Candidates should complete the Re-assessment form included with results and send to key contact.
3. A reassessment arrangement fee of £15 + the ASA assessment fee is payable with application for Re-assessment:
    a. Cheques to be made payable to Survive and Save Training Ltd
    b. Payment by invoice is acceptable upon receipt of Company Purchase Order
    c. Pay online using debit/credit card.
4. On receipt the key contact will check the application is in order, authorise the form and send to ASA Awarding Body for processing.
5. Should the application for re-assessment be incomplete the key contact will contact the candidate with details of any errors or omissions and hold the application until the matter is resolved.
6. Where the application for reassessment is received by Survive and Save Training or the ASA Awarding Body less than 28 days prior to the reassessment date they reserve the right to refuse the application and an alternative date will need to be agreed.
7. The key contact will confirm re-assessment details to candidates at least 7 days prior to the assessment.

Reassessment Procedure

Where candidates have not achieved a pass in any unit after 3 re-assessment attempts the following procedure will apply:

1. Candidates will be required to re-attend training and complete training for that unit prior to re-assessment.
2. Upon receipt of re-assessment results from the ASA Awarding Body the candidate should contact Survive and Save Training for the next available dates that unit will run.
3. Once a date has been agreed the candidate must register by completing and returning application for re-assessment form and make re-assessment payment which are:
    - Awarding Body re-assessment fee
    - Awarding Body registration fee
    - Awarding Body fast track registration fee (if unit is taken with less than 28 days notice)
    - Re-assessment administration fee
    - Unit training fee

    Details of fee are available upon request.
    Payment should be made by
    a. Cheque to be made payable to Survive and Save Training Ltd
    b. Payment by invoice is acceptable upon receipt of Company Purchase Order
    c. Pay online using debit/credit card
4. On receipt the key contact will check the application is in order, authorise the form and register the candidate for the appropriate unit with the ASA Awarding Body.
5. Should the application for re-assessment be incomplete the key contact will contact the candidate with details of any errors or omissions and hold the application until the matter is resolved.
6. Where the application for reassessment is received by Survive and Save Training or ASA Awarding Body less than 28 days prior to the commencement of the unit a fast track registration fee will be incurred and payable as detailed above.
7. The key contact will confirm re-assessment details to candidates at least 7 days prior to the assessment.

Note
Candidates who have taken their written examinations at another training centre may apply to Survive and Save Training for re-assessment using this same procedure.

Reassessment Procedure

Reassessment of Learner Assessment Portfolio or Pool Practical

Learner Assessment Portfolio and Pool Practical assessments are required for:

- QCF Level 1, Unit 101, 102, 103, 104, 105, 106 or 107
- QCF Level 2, Unit 201, 202, 203, 204, 205, 206, 207 or 208

- During the course candidates will have been advised of learner assessment portfolio and pool practical assessment criteria including when these elements need to be completed and marked.
- Candidates who complete learner assessment portfolio and pool practical tasks during the course or work placement for NQF Level 2, Unit 6 but have not achieved a pass initially will be able to discuss this with their tutor and be able to resubmit work during the course. Where the work has still not achieved the required standard it will result in the element(s) being failed.
- Where candidates have not completed this work it will be discussed with them and revised deadlines agreed. Where this has not been achieved it will result in the element(s) being failed.

This procedure covers all learner assessment portfolio and pool practical assessed units:

1. Candidates wishing to be reassessed for learner assessment portfolio or pool practical elements should initially contact the training centre key contact requesting a reassessment, including details of:
    a. Course Title
    b. Course Dates
    c. Tutor's Name
    d. Elements to be re-assessed
2. Candidates applying for re-assessment of NQF Level 2, Unit 6 are required to obtain a pass in units 1-5 before being for re-assessed
3. Candidate contact details will be forwarded to the tutor to allow them to discuss re-assessment requirements with the candidates.
4. The tutor will carry our re-assessment of learner assessment portfolio or pool practical elements as required and advise the candidate of the decision and forward assessment papers to training centre Key Contact.
5. Key Contact will forward assessment papers to ASA Awarding Body for processing.
6. A re-assessment fee is chargeable at £30 per hour or part + £15 admin fee.
    a. Cheques to be made payable to Survive and Save Training Ltd
    b. Payment by invoice is acceptable upon receipt of Company Purchase Order
    c. Pay online using debit/credit card
7. Re-assessment fees are payable in full prior to assessment decisions being released.
8. Where a candidate is not satisfied with the outcome of a re-assessment they have the right to appeal. See training centre appeals procedure.

Reassessment Procedure

RLSS Awards

This reassessment procedure applies to:

- National Rescue Award for Swimming Teachers and Coaches (NRASTC)
- National Pool Lifeguard Qualification (NPLQ)

The assessor will complete original assessment forms in line with current award policy. Each section of these awards is assessed independently. The candidate has 28 days to successfully complete all sections of the award

To apply for reassessment:

1. The candidate should discuss requirements with the original trainer
2. In conjunction with the trainer the candidate can either undertake additional training as required or be present for re-assessment
3. The candidate will be required to pay a re-assessment fee which includes the Assessors Fee + RLSS Assessment Fee
4. Reassessment fees can be paid by:
    a. Cheques to be made payable to Survive and Save Training Ltd
    b. Payment by invoice is acceptable upon receipt of Company Purchase Order
    c. Pay online using debit/credit card.
5. The trainer will book an assessor at a date/time mutually agreeable to the candidate and assessor but within 28 days of the original assessment date.
6. On completion of the re-assessment assessment forms are completed and sent for processing
7. Candidates can have as many re-assessments as required as long as all sections are successfully completed within 28 days.

Note

Candidates cannot complain about any assessment decision. Should they be unhappy with the conduct of the assessment or assessor they have the right to complain following our Complaints Procedure.

First Aid Assessments

There are 2 different types of first aid course assessment methods:

Tutor Assessment

- Paediatric First Aid Certificate
- Emergency First Aid at Work Certificate

Written Exam and Independent Practical Assessment

- First Aid at Work Certificate

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- First Aid at Work Renewal Certificate

Tutor Assessed Courses
It is extremely unlikely that any candidate will fail a tutor assessed course. This would only occur where candidates did not attend for the full duration of the course or failed to participate fully in required activities.

Written Assessment
In the event that a candidate failed to achieve a pass in the written assessment the tutor has several options:

1. Offer the candidate a further opportunity to review answers to their paper. This should only be offered where candidate has missed the pass mark by 1
2. Allow the candidate to sit a second different assessment paper.
3. If the candidate fails both papers they will need to re-attend the course.

Practical Assessment

1. Where the candidate has failed part the practical assessment with 1 assessor the candidate should be offered the opportunity to be re-assessed by the 2nd assessor.
2. If only 1 assessor is present the candidate can be re-assessed by this assessor.
3. If the candidate fails all sections the candidate will need to re-attend the course.

All applications for re-assessment should be addressed to the Key Contact:

Mrs Sally Baldwin
Survive and Save Training Ltd
37 Lankers Drive
North Harrow
Middlesex HA2 7PA
Telephone: (020) 8429 3905
mailto: enquiry@surviveandsave-training.org

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