

## Introduction

From time to time learners may not reach the required standard to achieve a pass in an element of a course or qualification. Survive and Save Training is committed to providing opportunities for all learners undertaking training courses with us to be reassessed within a reasonable time.

## Tutor Assessed Qualifications

- This policy covers all qualifications that are assessed by the programme tutor or other internally appointed assessor.
- During the course/programme learners will have been advised of the assessment criteria including when these elements need to be completed and marked. Full details of the assessment criteria will have been given to each learner on the first day of the course.
- Learners who complete assessment tasks and activities during the course 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 the qualification result will be referred and an application for reassessment will be required.
- Where assessment tasks and activities have not been completed within the agreed timeframe it will result in the qualification being referred and an application for reassessment will be required.
- If revised submission dates have been agreed that are beyond the last date of the course the learner must submit the required work to the tutor for assessment by the required date. Where the work reaches the required standard to pass the learner results will be updated and submitted. If the work is still referred or not submitted the learner will need to apply for reassessment.
- Where the programme requires completion of assessment tasks and activities in the workplace they will be allowed to resubmit referred work on 1 occasion after which they will need to apply for reassessment.

## Applying for Reassessment

1. Learners wishing to be reassessed for any referred elements of a qualification should initially contact the centre key contact requesting a reassessment, to include details of:
  - a. Qualification title
  - b. Course/Programme dates
  - c. Tutor's name
  - d. Elements to be re-assessed
2. Learner contact details will be forwarded to the course tutor to allow them to discuss re-assessment requirements with the learner.
3. The tutor will carry out reassessment of elements as required within 14 days of receipt of receipt of work (subject to receipt of relevant payment) and advise the learner of the decision.
4. The tutor will forward updated learner results to centre key contact.
5. Key contact will forward the learner results to the relevant awarding organisation for processing.
6. A re-assessment fee is payable before work can be assessed. The fee will be advised at the point of application.
7. Re-assessment fees are payable in full prior to re-assessment taking place.
8. Where a learner is not satisfied with the outcome of a re-assessment they have the right to appeal. See centre Appeals Policy.



## Reassessment Policy

### Independently Assessed Qualifications

This reassessment procedure applies to any qualification or part qualification that is assessed by an external assessor, independent of the training centre eg National Pool Lifeguard Qualification (NPLQ)

The assessor will complete an assessment form in line with qualification requirements

### Applying for Reassessment

1. The learner should discuss requirements with the original tutor
2. In conjunction with the tutor the learner can either undertake additional training as required or be presented for re-assessment.
3. Reassessment arrangement must comply with the requirements of the both the qualifications and the awarding organisation and may not be on the same day as the original assessment.
4. The learner will pay any required re-assessment fees which can include additional training fees (where applicable), assessors fee and assessment fee as required
5. A reassessment date will be agreed to comply with the requirements of the qualification.
6. On completion of the re-assessment, the assessors will complete the assessment report form and pass to the centre key contact processing in line with qualification requirements.
7. Where a learner is not satisfied with the outcome of a re-assessment they have the right to appeal. See centre Appeals Policy.

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](mailto:enquiry@surviveandsave-training.org)

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