

## Re-sit and Re-take Policy and Procedure for End-Point Assessments (EPA)

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## Introduction

Marshall Assessment (MA), as an EPAO recognised by Ofqual, is committed to delivering comprehensive End-Point Assessments (EPAs) for Apprenticeships in the science sector. Our commitment extends to ensuring a fair and supportive approach to re-sits and re-takes for Apprentices across the scope of standards we are recognised to assess.

Marshall Assessment operates a process to allow the re-take and/or re-sit of an EPA where published Institute for Apprenticeships and Technical Education (IfATE) plans allow. Re-sit and re-take instructions within published IfATE plans must be followed and will take precedent over any internal policy guidance.

Where there is no guidance within the IfATE published EPA plan, the guidance outlined in this policy should be followed. Where the IfATE published EPA plan does offer specific guidance on re-sits and re-takes, this must be utilised.

## Purpose

For any failed assessment element(s), a re-sit or re-take option will usually be available for the Apprentice. This will depend on the level of additional preparation / support needed to bring the Apprentice up to the required standard before attempting to re-do the failed assessment(s). Feedback will be provided to the training provider following confirmation of the failed result(s) around areas of weakness as highlighted through IQA of the marked assessment evidence.

The need for a re-take versus a re-sit is determined based on the assessment outcomes and Apprentice's performance.

This policy provides a clear framework for Apprentices requiring re-sits or re-takes of their EPAs, ensuring transparency, fairness, and consistency in alignment with IfATE and Ofqual guidelines.

## Definitions

**Re-sit:** An additional attempt at an EPA component without the requirement for significant additional learning, where feedback and EPA evidence points to a near-miss, or nerves rather than a significant lack of knowledge.

A new date for assessment can be arranged within a relatively short period of time, any re-sit attempt must be agreed with the employer and Apprentice and requested by the Training Provider.

**Re-take:** Where feedback and EPA evidence points to a significant lack of knowledge, skills and behaviours for the required standard, or unsafe working practices are observed indicating considerable input from the training provider is required for the Apprentice to be ready to redo the failed element.

If an apprentice Fails an element of their EPA due to significant gaps in their knowledge or skills, the training provider must deliver additional learning to the apprentice before they attempt the assessment again. MA will provide feedback on the failed assessment.

Evidence of input, resources and support from the training provider in the form of a completed and signed off support plan (MA Re-take Statement proforma available) will be required before a booking for the re-take can be agreed. A completed and signed Re-take Statement should be uploaded to ACE360 shared documents area or emailed to [helpdesk@marshallassessment.com](mailto:helpdesk@marshallassessment.com) with the subject "Re-take statement".

## Eligibility and Conditions

Apprentices who do not meet the required standard in any component of their EPA may be eligible for up to 3 overall attempts, including the initial End Point Assessment, which could be a combination of re-sits and/or re-takes in line with the guidance provided in the Assessment plan or this policy and adhering to the required timelines where required, and within reason.

If an Apprentice fails 2 re-sit attempts, the 3<sup>rd</sup> attempt will be classed as a re-take.

The Apprentice only needs to re-sit/re-take the element of the End Point Assessment that they have failed, unless other rules are specified in the assessment plan, in which case, these take precedent over MA's guidance.

Apprentices are limited to a total of 3 attempts at passing each component of their EPA, including the initial attempt. This policy aims to encourage thorough preparation and commitment to achieving the required standards.

An Apprentice cannot re-sit or re-take to improve their grade in line with the rules of the published assessment plan.

## Procedure and Timelines

**Re-sits:** Following the notification of a fail result from MA, the training provider and employer must agree that a re-sit will be allowed. The re-sit must be scheduled ***at least 2 weeks after*** the initial assessment attempt, allowing Apprentices a minimal period to prepare. The training provider should contact Marshall Assessment to update the booking team of the decision to allow the Apprentice to re-sit the failed element. A re-sit should also be requested on the Apprentice's record on ACE360 where appropriate.

**Re-takes:** The timing for re-takes will be determined in agreement with the employer and the training provider, subject to approval by Marshall Assessment. This agreement will consider the Apprentice's need for additional learning and the EPA timeline. Where there is no guidance within the assessment plan, then the timelines within this policy must be followed. The request must be actioned on the Apprentice's ACE360 record, where appropriate. A MA Re-take Statement proforma must be completed by the Training Provider detailing a support plan which outlines a timeline for what additional support / training the Apprentice has been given in preparation for the re-take. This document must be signed and submitted by the Training Provider before the agreed date of the re-

take to confirm that the Apprentice is prepared to re-take the failed assessment(s). Completed statements should be uploaded to ACE360 shared documents area or emailed to [helpdesk@marshallassessment.com](mailto:helpdesk@marshallassessment.com) with the subject, "Re-take statement".

NB. For clarification of acceptable extenuating circumstances which may warrant an extension to timelines, please contact MA to discuss.

## Preparation and Support

Guidance documents and mock materials are available for all Apprenticeship standards to support preparation for EPA components. Apprentices are encouraged to utilise these resources extensively to prepare for re-sits or re-takes.

If the same Independent Assessor (IA) is available, they may conduct the re-sit/ re-take unless there are extenuating circumstances (e.g., malpractice/ maladministration has triggered a re-take) or the Apprentice requests a different assessor.

Where an Apprentice has failed part of an assessment underpinned by a portfolio of evidence, the expectation will be that the Apprentice will submit a revised portfolio and log.

Where an Apprentice has failed part of an assessment involving a project, please see rules of the individual assessment plan as to whether a new project is required to be completed, or whether additional work on the existing project is sufficient.

Where an Apprentice fails an observation part of an assessment, a revised observation plan will be required.

## Grades

Unless otherwise specified in the assessment plan, or in exceptional/extenuating circumstances, the results for a re-sit/re-take will be capped at a Pass for the relevant method of assessment. This may or may not impact on the final overall grade, depending on the grading methodology applied by each individual standard.

Apprentices cannot re-sit/re-take any elements of the EPA simply to achieve a higher grade. Each published IfATE assessment plan will be the first point of reference for grading decisions as any rules within these plans will take precedence over MA policy guidance.

## Special Considerations/Extenuating Circumstances

Where special considerations have been requested following the completion of an assessment which may have impacted the Apprentices performance on the day, if approved, this may allow the removal of the grade cap for the re-sit / re-take. Evidence to support any request for special considerations will need to be submitted and reviewed by the Senior Leadership Team (SLT) before agreement.

## Timeframe for Re-sits or Re-takes

Unless stated in the published IfATE assessment plan, the maximum expected time frame for re-sits is three months from the communication of results, unless extenuating circumstances apply.

For re-takes the timeframe will be managed in accordance with the required additional learning for the Apprentice but must be agreed by all parties including Marshall Assessment. The expected timeframe of additional learning would not be less than 3 months. A re-take statement must be completed / signed off and submitted before the re-take can be delivered. The assessment plan timeframes for EPA will apply from this point.

The maximum timeframe in all cases for additional re-sits or re-takes will be 12 months from the original assessment date, unless extenuating circumstances apply.

## What happens if the apprentice has a break in EPA?

If an apprentice has a break in EPA, the total duration, including the break, cannot extend beyond 12 months from the date of Gateway. For example: if an apprentice is active on EPA for two months, then goes on a 6-month break in EPA, they will have four months remaining when they return from the break. The end date must remain within 12 months of the Gateway date unless otherwise stated in the assessment plan. If the EPA extends beyond 12 months from Gateway, it may be necessary to repeat the entire EPA for us to confirm currency of full competence across the standard.

## Appeals

Should an Apprentice wish to appeal an assessment decision, they must initially follow the Marshall Assessment Complaints procedure available on the Marshall Assessment [website](#).

Appeals following the outcome of a complaint must be lodged within the stipulated timeframe following the receipt of results.

## Fees

Charges for re-sits and re-takes are outlined on the Marshall Assessment website [MA Price List](#)

All payments are the responsibility of the training provider. Marshall Assessment provides transparent pricing and guidelines to ensure all parties are informed of any potential costs associated with re-sits and re-takes. See also Cancellation, re-sit and re-take policy.

## Review and Monitoring

This policy will be reviewed annually to ensure it remains effective, fair, and in line with current IfATE and Ofqual guidelines. Feedback from Apprentices, training providers, and employers will be considered as part of the review process.

