

EXAM RESIT PROCESS

(ALL SECURITY COURSES)

1. *INTRODUCTION*

- 1.1. This document outlines the process of examination/ assessment resit(s) for course learners.
- 1.2. The exam dates for each course will be given in the Joining Instructions. sent to the learner prior to the course due start date.

2. *RULES*

- 2.1. Any resit fees must be paid prior to the prescribed resit date.
- 2.2. If they are not paid, the learner will be moved to the next relevant phase.



The learner must first sit the prescribed exams/ assessments which take place on the day after the last training date.

TIME FRAME

The day after the course

EXAM NAME

EXAM DATE

FEES

NONE

Exam/ assessment results will be sent to the learner via email.

This can take up to 2 weeks

TIME FRAME

Up to 2 weeks

If any learner has failed any one of their exams/ assessments, they are invited to attend the first resit for free.

If they are unable to attend, the next resit date will be chargeable.

TIME FRAME

Within 2 weeks of results

EXAM NAME

RESITS 1

FEES

NONE

**PHASE 4
RESITS 1 RESULTS ISSUED**

Exam/ assessment results will be sent to the learner via email.

This can take up to 2 weeks from the RESITS 1 date.

TIME FRAME

Up to 2 weeks

PHASE 5
RESITS 2

If any learner has failed any one of their exams/ assessments in RESIT 1, they are invited to attend RESIT 2.

TIME FRAME

Within 2 weeks of resit results

EXAM NAME

RESITS 2

FEES

£150

PHASE 6
RESITS 2 RESULTS ISSUED

Exam/ assessment results will be sent to the learner via email.

This can take up to 2 weeks.

TIME FRAME

Up to 2 weeks

PHASE 7
INSTRUCTOR REVIEW

If any learner has failed any one of their RESIT 2 exams/ assessments, an assessment will be carried out by the instructor as to whether there is a requirement for the learner to attend additional training.

TIME FRAME

Within 2 weeks of results

PHASE 7 NAME

INSTRUCTOR REVIEW

FEES

NONE

PHASE 8
REVIEW OUTCOME

The Instructor Review will determine one of 2 outcomes; 1) further training is required, or 2) one last resit is permitted.

For 'outcome 1', there will be no additional fees for further training however, the learner will have to attend during a scheduled course.

For 'outcome 2', if the learner fails their third attempt, they are required to attend a another course. Again, there will be no additional fees to attend the second course but the last resit (RESIT 3) fee will be £150.